



EXCHANGE HOUSE IRELAND

National Travellers Service

Person Specification: Chief Executive Officer

Exchange House Ireland is now looking for a dynamic and enthusiastic person to see that our aims and goals for the next three years and beyond are realised. The ideal candidate will have the following qualities, experience, knowledge and skills:

The incumbent must possess excellent leadership, organisational development, personnel management, budget and resource development, fundraising and strategic planning skills as well as a good knowledge of EU Grants. Significant senior management experience is necessary coupled with the ability to lead, mentor and inspire a highly qualified staff and to implement good governance practices. The successful candidate will have strong presentation and interpersonal skills, with the demonstrated ability to work effectively with board, staff, donors, external partners, and volunteers.

Qualifications:

- A degree level or equivalent professional qualification is essential
- A degree level or equivalent professional qualification in management, business administration, or leadership is desirable
- In exceptional circumstances, a candidate may be appointed who does not hold a degree but who possesses a very considerable amount of job-related experience.

Personal Qualities:

- You will be committed to working to Human Rights and Equality principles
- You will be a highly motivated enthusiastic leader, open to new ideas, who will demonstrate honesty and integrity in your work
- You will appreciate the value of reflective practice

Experience

- You will have a proven track record of success in a leadership role and a keen interest and understanding of working with vulnerable groups
- You will have a minimum of 5 years' experience in a senior management role
- You will be familiar with planning, developing and managing a multi-disciplinary service preferably in delivering services to vulnerable groups
- You will have experience of managing people
- You will have experience with best practice and accountability to statutory funders

Knowledge and Skills

- You are a visionary strategic thinker, able to make decisions and act on your own initiative, within a corporate governance framework
- You will have demonstrated strong leadership qualities in your work to date
- You will have a comprehensive understanding of the issues facing the Traveller community
- Resource allocation skills
- Experience of managing organisational change
- Excellent written and verbal communication and presentation skills, including use of IT

- You will have a knowledge of good corporate governance
- It would be desirable that you have a full EU Driver's Licence and use of own car

Salary:

- Salary scale €64,886 - €75,900 commensurate with qualifications and experience
- The position is a full time 39 hours per week net
- Probation period is 9 months

Application Form and job description/person specification is available at www.exchangehouse.ie/positionsvacant.php or call the Personnel Administrator on (01) 872 1094

Completed Application Forms should be sent to:

(CVs will not be accepted)

CEO Position
c/o Ms. Carmel Terry
Exchange House Ireland
61 Great Strand Street
Dublin 1
D01 WC97

Or email to info@exchangehouse.ie

If successful at interview you may be asked to provide evidence of relevant professional qualifications including registration/validation certificates to interview.

Closing date for receipt of applications is 5.00pm on Friday 9th February 2018

*All positions in Exchange House Ireland are subject to Garda Vetting and full reference checks.
Exchange House Ireland is an Equal Opportunities Employer and welcomes applications from
members of the Traveller community.*