Active Disability Ireland is seeking a highly skilled **Chief Executive Officer** who will lead the organisation in helping achieve our vision of creating an Ireland where people with disabilities have equal opportunities to be active.

Interested candidates who meet the minimum requirements of the position of CEO are invited to submit their CV along with a covering letter to the Chair of Active Disability Ireland, by **Friday 8th December 2023 at 5pm**. Please forward CV and cover letter to **bocallaghan@activedisability.ie**

The Chair and members of the Nominations & Remunerations Committee of Active Disability Ireland will review submissions and where applicable invite candidates to interview week commencing the 11th of December 2023.

Background to the organisation

At Active Disability Ireland we believe that people with disabilities should have an equal opportunity to be active for life! That's why we remain committed to helping to build a more inclusive society where collectively we can help to empower, encourage, and support people with disabilities to be more active with whom they want, when they want and where they want!

Active Disability Ireland is a Company Limited by Guarantee. Its constitution contains the fundamental rules of its operation. Governance is the responsibility of the Board of Management (9 Directors) democratically elected to oversee the implementation of Active Disability Irelands strategic objectives. Directors serve a 3-year term following appointment by the membership at an Annual General Meeting.

Minimum Criteria for the position of CEO.

The successful candidate will:

1. Have at least 3 years' experience working in a strategic / senior leadership position in an organisation.
2. Have experience of working with the disability sector.
3. Be able to evidence a thorough knowledge of governance and regulation.
4. Understand the organisation's financial policies and procedures.
5. Must have experience of managing key stakeholder and partner relations e.g., Irish Government, Sport Ireland, HSE and corporate partners.
6. Have experience of managing risk.
7. Be educated to degree level or equivalent with evidence of relevant continuing professional development.

Job Description

Title:	**Chief Executive Officer**
Responsible to:	**Active Disability Ireland Board of Directors**
Line Manager:	**Chair Active Disability Ireland**

The CEO is responsible for delivering the vision, mission, and strategic direction of the organisation with the aim of maximising its reputation as an organisation that delivers through effective governance and leadership.

Key areas responsibilities include but are not limited to:

Strategic Direction

- Ensure the development and delivery of the overall strategic direction of the organisation.
- In collaboration with the Board, establish, agree, and deliver a strategic plan and annual operational plan with measurable performance outcomes.
- Monitor and report to the board on the operational and financial performance of the organisation with a key priority of informing the board of any variances in funding.
- Prepare an annual report outlining Active Disability Ireland's developments specific to the targets set within the strategy as well as including an outline of Active Disability Ireland's financial position.
- Advocate and represent at Government and national level on behalf of people with disabilities to influence the success of increased participation in sport and physical activity.

Governance and Regulation

- Inform the board of any relevant matters in relation to the organisation ensuring all operations are conducted in accordance with ethical governance, current legislation, and financial regulations.
- Manage the adoption and implementation of the Sport Ireland Governance Code for Sport and Charities Code.

Financial Management

- Optimise both the short and long-term financial performance of the organisation.
- In conjunction with the board set all budgets and ensure controls are established in line with financial regulation and good governance, including the submission of annual audited accounts.

- Prepare and present to the Board the financial strategies and income generation models to enable sustained success of Active Disability Ireland.
- In conjunction with the Board, secure funding to support the implementation of the strategic goal outlined in the strategy.
- Ensure all financial arrangements and reporting requirements of funder and sponsors are achieved in line with all contractual and service agreements.
- Develop financial proposals for corporate sponsorship and liaise with all sponsors in updating them on the project progress ensuring their increased involvement in Active Disability Ireland.

Leadership and Support

- Overall responsibility for the leadership, direction and development of the organisation and team management to maximise the efficiency of the organisation.
- Provide leadership to create a culture that optimises the potential of all employees and their wellbeing.
- Ensure attraction, development, and retention of highly capable staff.
- Ensure consistent application of a robust Performance Management System across the staff team, agreeing clear objectives, monitoring, and measuring results to ensure KPIs are met.
- Support the development of the team to ensure flexibility and capability of the organisation.
- Ensure a clear communication process is in place to inform and engage all staff across all levels of the organisation.

Stakeholder Engagement

- Represent the organisation with all key stakeholders, lead all public relations activities and be a good ambassador for Active Disability Ireland at all levels.
- Build and cultivate strong working relationships internally and externally to advance the developments of Active Disability Ireland.
- Develop and manage Active Disability Ireland's influence and positioning within the national sport and physical activity sector.
- Ensure the development and implementation of a marketing and social media strategy to build and optimise the brand, image and reputation of Active Disability Ireland.
- Represent Active Disability Ireland at government and state agency level to influence and encourage increased awareness, access, and participation for people with disabilities in sport and physical activity.

Risk Management

- Ensure effective management and maintenance of the infrastructure and assets of the organisation.
- Ensure contingency plans are developed/reviewed to maintain sustainable and effective operations of the organisation.
- Evaluate and manage the day-to-day risks through an effective risk register and board engagement process.

Undertake and assist in other duties when required and from the instruction of the Board of Directors of Active Disability Ireland Sport Inclusion Ireland.

PERSON SPECIFICATION

Post: Chief Executive Officer

Factor	Requirements	Essential	Desirable
Knowledge & Skills	Educated to degree level or equivalent.	E	
	Evidence of relevant continuing professional development	E	
	Relevant professional qualification or Membership of Professional Body		D
	Project Management Qualification		D
	A Leadership or Management Qualification		D
	A recognised qualification in sport or public health		D
	Proven Experience of managing complex projects and leading change at an organisational level and across different organisations.	E	
	Evidence of leading and implementing vision and strategy	E	
	Ability to think and plan strategically, analytically, and financially about complex issues and to find creative and innovative solutions.	E	

	Clear understanding of the principals of physical literacy and the potential positive impact this can have on physical activity and sport uptake?		D
	Ability to work with partners to analyse data and gain insight into need across Ireland to effectively target provision		D
	Experience of implementing effective equality and diversity inclusion strategies	E	
	Excellent financial, numerical, and analytical skills applied to deliver strategic and operational objectives	E	
	Proven experience in physical activity, sport development, community engagement, addressing health inequalities and / or public health improvement for people with disabilities		D
	Experience of developing effective marketing and promotional opportunities		D
	Experience of using effective programme performance management systems		D
Supervision & Management	Substantial executive management experience in a strategic or leadership role	E	
	Senior level experience of workforce planning, staff development, performance management and related HR issues		D
	Excellent oral and communication skills with the ability to motivate, enthuse, persuade, negotiate, and influence a wide range of audiences to achieve successful outcomes	E	
	Experience of using a systems leadership approach to forward collaborative working		D

Creativity & Innovation	Actively encourages and embraces creative thinking / solutions	E	
	Experience of organisational development to respond to current and future delivery needs	E	
	Experience of income generation from commercial activities		D
Contacts & Relationships	Personal values which are aligned with Active Disability Ireland.	E	
	Self-awareness and self-assurance which fosters a high degree of trust and confidence from key stakeholders	E	
	Substantial experience of engaging with strategic partners and developing trusted relationships with sporting and non-sporting organisations	E	
	Highly motivated with a passion for the role	E	
Decisions / Recommendations	Demonstrate ability to balance a number of potentially challenging and conflicting views and present a clear direction of travel in line with organisation priorities.	E	
	Experience of making decisions based on evidence and strategic outcomes.	E	
	Demonstrate confidence and track record of delivering key messages to a diverse audience.	E	
Resources	Significant experience of business planning, financial management, budgeting, and successful project execution	E	
	Track record of securing funding from external bodies and successful delivery against their funding objectives		D
	To be ultimately accountable for the management of all resources on behalf of Active Disability		

	Ireland and ensuring sound governance and protocols are developed and subsequently implemented.	E	
Physical Demands	Energetic and enthusiastic with the ability to deliver at pace within prescribed timelines	E	
	Personal resilience to cope with setbacks and ability to adapt quickly in changing circumstances	E	
	Ability to travel throughout Ireland as required - evening and week-end working will be required in support of partner engagement.	E	