

## Chief Executive Officer *(Full Time 37 hours)*

### Job Specification, Terms & Conditions

**Specified Purpose Contract – 36 Months Full Time (37 hours per week) at Assistant National Director Grade, Salary is €101,860 per annum.  
(Hybrid Role enabling Remote Working)**

**PLEASE QUOTE REFERENCE NUMBER 2023-015 WITH YOUR APPLICATION. EMAIL ONLY PLEASE.**

**To apply for this position please submit a cover letter setting out your reasons for applying for the position along with your Curriculum Vitae to [CEOrecruitment@mentalhealthireland.ie](mailto:CEOrecruitment@mentalhealthireland.ie)**

Mental Health Ireland aims to promote and enhance mental health, wellbeing and recovery for all individuals and communities by supporting those with lived experience of mental health challenges and their supporters and family members in their recovery. Established in 1966, Mental Health Ireland is the longest established mental health charity in Ireland and working with Mental Health Associations, has played a central role in reshaping the public understanding of mental health challenges by bringing practical expression to national policy objectives.

A highly motivated team working from our head office in Dun Laoghaire and remotely across the country links with the network of Mental Health Associations, volunteers, and community groups, promoting mental health and supporting recovery in their communities. We work closely with the HSE and the Office of Mental Health Engagement and Recovery alongside a range of partners in the statutory, community, voluntary and corporate sectors in Ireland, Europe and Internationally. We are members and actively contribute to the International Initiative for Mental Health Leadership and Mental Health Europe.

Coproduction is embedded in the way we work across communities, the voluntary sector and mental health services and we continue to strive to create a culture where we are all respected and supported, especially when our mental health is challenged.

<b>Job Title</b>	Chief Executive Officer
<b>Grade</b>	Specified Purpose Contract – 36 Months Full Time (37 hours per week) at Assistant National Director Grade, Salary is €101,860 ((Hybrid Role enabling Remote Working)
<b>Closing Date</b>	Final closing date for receipt of applications is <b>1pm on Friday 2<sup>nd</sup> June 2023.</b> Any applications received after this time cannot be considered.
<b>Proposed Interview Date (s)</b>	Interviews to be conducted throughout <b>July 2023.</b>  <b>*Applicants must be available to attend in person / face to face interview throughout July. Venue date and time to be confirmed.</b>
<b>Reports to</b>	Chairperson of Mental Health Ireland Board of Directors, Mr. Hugh Kane
<b>Location of Post</b>	This is a Hybrid role enabling remote working, attendance to events or locations as required and in office at Mental Health Ireland Head Office, Dun Laoghaire, Co Dublin.
<b>Informal Enquiries</b>	Mental Health Ireland will acknowledge receipt of all applications. Informal enquiries <a href="mailto:CEOrecruitment@mentalhealthireland.ie">CEOrecruitment@mentalhealthireland.ie</a>

<b>Key Areas of Responsibility</b>	<p><b>Leadership</b> Act as a strategic lead to oversee the delivery of Mental Health Ireland 's strategy, plans, objectives, and programs.</p> <p>Provide expert leadership, guidance, advice, and performance development to members of the Executive Management Team, consisting of Deputy CEO, and 7 additional direct reports.</p> <p>Mentor members of staff at all levels to foster growth and create a learning culture, invest in CPD, and encourage development among the Executive Management Team and all Mental Health Ireland staff members.</p> <p>Represent the organisation in national communications with stakeholders and the public.</p> <p><b>Strategic</b> Provide leadership and direction, report to the Board of Directors on all aspects of the ongoing implementation of Mental Health Ireland's strategic plan – Hope Strength and Action for all.</p> <p>Oversee operational prudence to ongoing best practice in term of policy, governance, and compliance.</p> <p>Prepare submissions and position papers contributing to policy and implementation.</p> <p>Analyse and make recommendation on the impact of growth initiatives, planning, and introduction of new strategies, policies and regulatory actions.</p> <p>Develop and lead a robust approach to evaluating Mental Health Ireland's activities to demonstrate the impact and value of what we do across key areas which include (but are not limited to,) operational, organisational, financial and governance, research, and recovery.</p> <p>Ensure Mental Health in the Workplace policies are prioritised within the values of '<i>People &amp; Culture</i>' and that Mental Health Ireland displays as a thought and policy leading employer.</p> <p><b>Organisational</b> Communicate effectively and establish credibility with the Board of Directors and throughout the organisation and as an effective developer of solutions to business challenges.</p> <p>Be inclusive, incorporating coproduction into all aspects of Mental Health Ireland's programme planning, development, delivery, and evaluation.</p> <p>Foster an ethos which acknowledges and celebrates the contribution of Volunteers.</p> <p>Plan, develop, direct, and implement the organisation's operational and fiscal function and performance.</p> <p>Improve the planning and budgeting process on a continual basis by guiding departments and key members of the Executive Management Team. Continually strive for effective results in the work of Mental Health Ireland.</p>

	<p>Promote and create a positive and progressive workplace environment for employee's health, safety, and wellbeing.</p> <p>Meet the standards required and submit timely reports as required under the regulations of the Companies Office, Charity Regulator, Lobbying Register.</p> <p>Oversee the delivery of objective as determined by the Governance Committee and Finance &amp; Audit Committees.</p> <p>Deliver upon contractual commitments to funders, partners, and collaborators.</p> <p>Foster and support an evidence based, coproduction and continuous evaluation culture. Additional ad-hoc requirements and projects as required by the organisation and Board.</p> <p><b>Finance</b></p> <p>Provide accurate analysis of budgets, reports and financial trends and operational procedures to assist the Board of Directors and Executive Management team.</p> <p>Optimise the handling of financial banking relationships and work closely with Finance Manager to foster and grow strategic financial partnerships.</p> <p>Work with Finance Manager, Finance Committee to develop a solid cash flow projection and budgets and related reporting mechanism to meet operating needs.</p> <p>Work with funders, donors, and Fundraising Manager to optimise value for money and investment in the organisation.</p> <p>Oversee setting of targets for additional funding streams including specific fundraising, corporate sales and sponsors.</p> <p>Ensure delivery of Service Arrangement contractual commitments.</p> <p>Ensure best practice standards in Accounting and Audit are met and maintained.</p> <p><b>Stakeholder management</b></p> <p>Publicly represent the organisation, enhancing visibility, developing brand awareness, and demonstrating the impact and value delivered by Mental Health Ireland.</p> <p>Engage continuously with State Policy Makers, Public Representatives, Government Departments and Funders.</p> <p>Collaborate with Mental Health Associations, fellow NGOs, intersectoral, academic and international partners.</p> <p>Build, cultivate and maintain strong working relationships internally and externally.</p> <p>Establish, promote, and maintain relationships with key stakeholders including public representatives, policy makers, media, and other external agencies.</p>
<b>Personal Specification</b>	<p><b>Essential Criteria</b></p> <ul style="list-style-type: none"> <li>• Minimum 4 years' experience at Senior Management level in NGO / Health or Social care setting.</li> <li>• Have minimum 3 years' experience working with Board of Directors.</li> <li>• Minimum 3 years' experience working with / alongside financial compliance.</li> </ul>

	<ul style="list-style-type: none"> <li>• Demonstrate clear understanding of Charity Code and governance obligations including Companies Office, Charity Regulator, Lobbying Register.</li> <li>• Possess and demonstrate strong senior executive leadership experience and ability to lead with a coaching / mentoring style in order to maintain organisational culture valuing development of staff.</li> <li>• Proven ability to operate at a strategic and senior operational level.</li> <li>• Excellent analytical written and verbal communication and ICT skills.</li> <li>• Informed in public, national, and global movements in the sector.</li> <li>• Demonstrate and apply problem solving skills on an on-going basis.</li> <li>• Demonstrate progressive attitude to continue to the forward planning of the organisation.</li> <li>• Demonstrate ability to communicate complex themes in an accessible manner.</li> <li>• Excellent communication skills at all levels of the organisation, board, staff, volunteers, and stakeholder level.</li> <li>• Possess demonstrable commitment to inclusivity, equality, and diversity.</li> <li>• Experience working with external funders, partners, and collaborators.</li> <li>• Experience working with budgets, financial reports and trends.</li> <li>• Experience working with funders and financial investors.</li> <li>• Experience developing budgets and cash flow projections.</li> <li>• Experience working with State Policy Makers, Public Representatives, Government Departments and Funders.</li> <li>• Build, cultivate and maintain strong working relationships internally and externally.</li> <li>• Establish, promote, and maintain relationships with key stakeholders including public representatives, policy makers, media, and other external agencies.</li> <li>• Possess a character and understanding that as CEO, their personal behaviour and professional experience can impact the reputation of Mental Health Ireland.</li> </ul> <p><b>Desirable Criteria</b></p> <ul style="list-style-type: none"> <li>• Be flexible and available to work unsocial hours.</li> <li>• Have a full clean driving licence.</li> <li>• Be an independent and creative thinker.</li> <li>• Be innovative.</li> <li>• Proven ability to speak nationally and represent the organisation across various media.</li> </ul>
<b>Qualifications</b>	Relevant third level qualification and significant experience in Mental Health.
<b>Other requirements specific to the post</b>	<ul style="list-style-type: none"> <li>• Garda clearance.</li> <li>• Appropriate references.</li> </ul>
<b>Benefits</b>	<ul style="list-style-type: none"> <li>• Company Pension Scheme.</li> <li>• EAP (Employee Assistance Programme.)</li> <li>• Flexible Working Hours.</li> <li>• Company Laptop and Company Mobile Phone.</li> </ul>
<b>Annual Leave</b>	32 days annual leave
<b>Condition of the post and Salary</b>	<p>The salary for this post is analogous with Assistant National Director Grade, (Oct 2020 HSE) salary scale the first point of which is €101,860.</p> <p>This post is being offered on the basis of a three-year, fixed term, fixed purpose contract of employment. Garda vetting is required for this position.</p>

	The position is based on a 5-day week (37 hours), exclusive of lunch hours,
<b>Probation</b>	6 months
<b>Contract Length</b>	36 Months
<b>Short Listing</b>	<p><b>Applicants will be shortlisted for interview based on the information supplied on their CV and letter of application at the closing date.</b></p> <ul style="list-style-type: none"> <li>➤ <b>Closing date – 1pm on Friday 2<sup>nd</sup> June 2023</b></li> <li>➤ <b>1<sup>st</sup> June – 21<sup>st</sup> June 2023 – Internal Shortlisting.</b></li> <li>➤ <b>Notification to applicants who are progressing to interview week commencing 26th June.</b></li> <li>➤ <b>Interviews to be conducted throughout July 2023.</b></li> <li>➤ <b>Selection confirmed 1<sup>st</sup> August 2023.</b></li> <li>➤ <b>Anticipated role commencement 1st November 2023.</b></li> </ul> <p><b>*Applicants must be available to attend in person / face to face interview throughout July. The venue date and time to be confirmed.</b></p> <p><b>Criteria for short listing are based on the requirements of the post as outlined in the post specific requirements, duties, skills, competencies and/or knowledge section of this job specification.</b></p>

**Please ensure to include the relevant Job Reference Number 2023-015 in your letter of application.**