

## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>Chief Executive Officer</b>
<b>RESPONSIBLE TO:</b>	<b>Chairperson of the Board of Directors</b>
<b>EMPLOYING AUTHORITY:</b>	<b>NATIONAL FEDERATION OF VOLUNTARY SERVICE PROVIDERS</b>
<b>Location:</b>	<b>Based in National Federation Offices, Oranmore, Galway</b>
<b>Salary:</b>	<b>0041 General Manager 2013 scale €65,376 - €79,481</b>
<b>Pension:</b>	<b>7% NFVB Contribution</b>

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The National Federation of Voluntary Service Providers Supporting People with Intellectual Disability - a national umbrella organisation of voluntary/non-statutory agencies who provide direct services to people with intellectual disability in Ireland on the basis of service arrangements with the Health Service Executive. Our 60 Member Organisations account for at least two-thirds of this country's direct service provision to people with an intellectual disability.

The services & supports provided to people with an intellectual disability are founded on the values as set out in the O'Brien (1987) Principles of Inclusion, Choice, Dignity, Respect, Participation and Contribution. They are rooted in the rights based perspective that people with intellectual disability have the right to live full and active lives, and be active participating members of their own community.

### **Mission Statement**

*"To provide the leadership and support that will enable voluntary organisations to adapt to a radically changing operating environment, with the ultimate aim of ensuring that people with intellectual disability live a life of their choosing."*

## Principal Duties & Responsibilities

The CEO will report to the Board of Directors via the Chairperson and is responsible for.

- Providing strong leadership within the organisation and developing and maintaining excellent relationships with its member organisations.
- Developing a strong knowledge on how the social care sector works within Ireland and how the Federation's membership plays a critical part in the delivery of services and supports to people with intellectual disabilities and by extension their carers.
- Operating as a strategic influencer and advocating for the sector and will develop effective relationships with key stakeholders to include policy makers, funders, politicians, the media, business and the non for profit sector.
- Negotiating on behalf of the sector and member agencies. S/he is expected to be an excellent communicator in setting out the Federation's vision, strategic priorities, strengths, opportunities and challenges
- Valuing the diversity of the Federation's member organisations and the potential of the combined membership.
- Drafting and implementing the strategic plan of the Federation and the CEO's performance will be appraised accordingly on an annual basis.
- Building and maintaining strong data that is relevant to the sector and the member agencies. This data will provide the basis by which business cases are made to key influencers within the Intellectual .Disability sector including HSE, DOH, DPER and all relevant government departments.
- Managing the Federation's secretariat and maximise that resource in line with agreed priorities.
- Ensuring that the work of the Federation is transparent, accountable and representative of its member agencies.
- Carrying out such other duties as may be required from time to time by the Chairperson.
- Communicating in a clear and consistent way within the membership and in any external engagement / representations.
- The CEO will report to the Board and be accountable for her/his stewardship at Board meetings and on a regular basis, and ensure good governance and compliance with various codes, including Charities Governance code. This will include development of a risk register and working with the Board to ensure the Federation meet its regulatory obligations.
- As a representative of the member organisations and Disability Sector, the CEO will have the utmost professionalism, accountability and have a drive and commitment to the values, mission and objectives of the organisation.
- The CEO should have an in-depth knowledge of managing a team, network building, motivating staff, finance management and report writing.

- Carry out such other duties as may be required from time to time by the Chairperson

**Additional Responsibilities:**

- S/he will act as the primary spokesperson for the Federation.
- S/he will develop the company's culture and overall company vision, creating an environment that promotes great performance and positive morale.
- S/he will oversee the company's fiscal activity, including budgeting, reporting, and auditing.
- S/he will build alliances and partnerships with other organisations etc.

The above job description is not intended to be a comprehensive list of duties and responsibilities and consequently the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post when in office. This job description may change in line with the changing needs and objectives of the National Federation of Voluntary Bodies Service Providers.