



# SUAS EDUCATIONAL DEVELOPMENT

## JOB DESCRIPTION

Job Title	<b>CEO</b>	Reports to	<b>SUAS BOARD</b>
Location	<b>DUBLIN</b>	Team	<b>MANAGEMENT TEAM</b>

### SUMMARY OF JOB ROLE

The Suas CEO will work with the Board and Management Team of Suas to implement the strategic goals and objectives of the organisation agreed by the Board. The CEO will work with the Chair to enable the Board to fulfil its governance function. The CEO will provide the Suas team with the direction, leadership and management necessary for the achievement of the organisation's vision, mission, strategy, and its annual goals and objectives.

### KEY ACCOUNTABILITIES

#### 1. STRATEGY

- a. **Implement strategic direction** – The CEO will ensure that the work of the Suas programmes and the Suas team focus on the achievement of the organisation's vision, mission, values and objectives agreed by the Board. The CEO will work with the management team to ensure that the Suas strategic framework aligns the goals and objectives of programmes with the goals and mission of Suas overall. The CEO will work with the Board to periodically review the strategy and the programmes' outputs to ensure that outputs and outcomes are on strategy and still relevant to its beneficiaries and partners.
- b. **Oversee programme management:** Oversee the design, promotion and delivery of quality programmes so that they are impactful, delivered to a high standard, and comprehensively monitored, evaluated and reported. Work with programme managers to ensure continual development of the programmes and to guide managers to research new ideas and best practice to bring into the programmes. The CEO will also ensure that the programmes work together to increase the organisation's overall impact.

#### 2. TEAM DEVELOPMENT

- a. **Lead team** – A key accountability is to provide leadership to a young dynamic team and to develop their own management and leadership skills. The CEO will lead the management team to frame the details of how to deliver on the organisational mission, and will show leadership through the introduction of new, and enhancement of existing, management and leadership processes.
- b. **Inspire Performance** - The CEO will motivate the team to high levels of performance during times of success, challenge, and change. The CEO will ensure up to date Job Descriptions and high quality staff supervision. It is important that the CEO sets high standards and is able to coach and mentor the team with the aim of developing a world class, high performance team within Suas.

#### 3. MANAGEMENT

- a. **Support Business Development** – The CEO will ensure that comprehensive long-term revenue plans are in place, and ensure that short to medium term fundraising programmes are identified and implemented. The CEO will take an active role in fund raising in conjunction with the business development team. The CEO will

provide overall direction and priorities to the fundraising efforts. The CEO will also be involved in relationship building with donors, and other influencers, at both the organisational and programme levels, and be fully available for business development support as required.

- b. **Provide general management** – This role also has a wide range of general management responsibilities. The CEO has oversight over both the programme areas of Suas as well as all the support functions that provide services to the programmes.
- c. **Implement finance plan:** The CEO is ultimately accountable for presenting the annual budget on time and making sure that all other financial tasks are completed in an efficient and timely matter. The CEO is also responsible for protecting the assets of the NGO against fraud and financial abuse by ensuring there are appropriate internal financial and management controls. The role holder will ensure that an effective fundraising plan exists that is capable of servicing the funding needs of Suas, and that the plan is implemented in an ethical and effective manner.
- d. **Engage with community and stakeholders:** The CEO will ensure that the organisation and its programmes consistently present strong, positive images to relevant stakeholders so that Suas raises the awareness of its impact in the communities it serves. The CEO is responsible for promoting the connection between the external community and Suas’s vision and mission and is the public face of the organisation. The CEO must also ensure that the donors and other stakeholders are regularly informed about the status of the organisation, its impact and funding, in a transparent and honest way.

#### 4. GOOD GOVERNANCE

- a. **Support the Board of Directors:** The CEO will provide information, key performance indicators and administrative support to the Board to facilitate its responsibility for exercising control over the organisation. The CEO accepts and is aware that there is a schedule of matters reserved to the Board for decision (copy attached).
- b. **Comply with all relevant legal and regulatory requirements.**  
The CEO is responsible for ensuring policies (including agreed HR Policies, Volunteer Policy, and Employment Contracts, and others), procedures and reporting mechanisms, agreed by the Board, are followed. Ensure that Suas complies with all major codes of conduct and best practices relevant to accountability and transparency in the Not for Profit, NGO and Charity sector.

#### SUAS COMPETENCY FRAMEWORK

1. Strategic thinking
2. Leading people
3. Influencing and communicating
4. Innovation
5. Knowledge and learning
6. Working with others

#### OTHER REQUIREMENTS

1. **Advocacy – credible advocate on a cause or issue**
2. **Education development – some experience in the sector**
3. **Integrity – honest, accountable and transparent**
4. **Non-profit general management – ability to effectively lead a not for profit organisation**
5. **Change management – able to deliver positive organisational change**
6. **Results oriented - focuses on delivery and making things happen**

#### **DELEGATION OF AUTHORITY FROM THE BOARD**

The Board has delegated responsibility for the following to the CEO:

- Implementation of board-approved human resource policies and employment contracts
- Developing and implementing the volunteer policy
- Job descriptions and staff supervision
- Agreed levels of financial authority
- To ensure appropriate levels of insurance and other risk treatments in place, and to report on insurance to the Board annually
- Developing, testing and updating continuity plans to minimise disruption of services in a crisis
- Appointment as an agreed spokesperson for the organisation

In addition the CEO will:

- Provide report on compliance with reporting requirements of relevant regulators and funders
- Comply with the written statement of the division of responsibilities between the chair and CEO including the CEO's delegated authorities
- Agree the agenda of board meetings with the Chair

**Salary:** Commensurate with experience

**Closing date:** Tuesday May 2nd 2017