



Meath Partnership - Chief Executive Officer (CEO)

Meath Community Rural and Social Development Partnership CLG t/a Meath Partnership, an Equal Opportunities Employer, wishes to recruit a full-time CEO to lead and develop the organisation. Meath Partnership is a registered charity operating as a dynamic partnership company established in 2006 to deliver a range of rural, social and economic development programmes at local level across the territory of Co. Meath.

This challenging and exciting role offers the opportunity to work with a diverse range of community organisations, statutory agencies, local enterprises and individuals through a partnership approach with a remit to strengthen the rural economy, enhance quality of life, address issues of social inclusion, improve access to financial resources and state services and enable the take up of employment opportunities through further education and training. Reporting to the Board, the CEO will bring vision, strategic leadership and effective management across all of the functions of Meath Partnership.

Primary Responsibilities

The CEO will be responsible for:

- Reporting directly to the Board of Directors of the organisation to; support and maintain an environment and operational culture that focuses on fulfilling the Company's mission, vision and strategic objectives.
- Oversee the financial and operational performance of the company and the publicly funded programmes for which it is responsible while ensuring high level compliance with regulatory and contractual obligations.
- Overall responsibility, with the support of senior management, for human resource management, productivity and staff wellbeing



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including the development and implementation of effective HR policies and procedures in line with best practice and current employment legislation.

- Ensure that the company is resourced with experienced, high quality and engaged employees and at all times to work closely and supportively with the Executive and Programme Management Group in the provision of services and the management of programme delivery.
- Implement an ongoing strategic analysis and collective planning process to ensure that the company's activities are effectively addressing need in respect of rural development, social inclusion, education and basic community services.
- To actively seek and secure the financial resources and publically funded programmes required to successfully support the attainment of the mission and objectives of the company.
- To actively support the Board and Board Subcommittees in the discharge of their responsibilities through the provision of advice on corporate performance, risk management reporting and structured comprehensive information on the ongoing operations of Meath Partnership.

Person Specific Requirements

Essential:

- Educated to degree or post degree level with a minimum of three years' management experience in a local development company or similar sized organisation, with strong programme management experience and excellent leadership qualities.
- Ability to manage challenges as they arise to enable an uninterrupted focus on programme delivery through maintaining a secure and productive working environment.
- Capacity to research and write high level bids and tenders in a competitive environment to both resource and improve the relevance and sustainability of the organisation.
- Capacity to fulfil the role of Human Resource Manager and ability to support and supervise Programme Managers in their human resource management activities.



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- Demonstrate experience of managing and working collaboratively with multiple external stakeholders to achieve strong outcomes as relevant to this role.
- Possess a deep understanding and knowledge of the organisation's publicly funded programmes sufficient to advise and guide Programme Managers and report to Programme funders.
- Possess high level interpersonal and written communication skills, ability to exercise sound judgement with excellent negotiation and decision making capacity and ability to influence at the highest level.
- Ensure the application of an appropriate and effective governance oversight of the operations and use of resources at Meath Partnership in support of this important Board function.
- Possess highly developed analytical, problem solving and decision making skills and capable of planning and organising people and resources to meet goals, targets and objectives.
- Possess strong strategic management and planning skills and ability to chart company development out to 2027 and beyond.

Desirable:

- Previous operational experience in the local community development sector, a strong understanding of the policy context with demonstrable strategic ability in policy activation.
- Capacity to take responsibility for the general wellbeing and financial sustainability of the organisation to include the employment and retention of high quality staff.

Salary

Remuneration will be commensurate with experience and education and will be in line with salaries applying in this field of operations, circa €90k to €110k per annum.

Contract

A full-time fixed-term Contract of Employment to the end of December 2022, with the possibility to extend to the end of December 2027, subject to funding, contract roll-over and the successful completion of a probation period.

Annual Leave

The annual leave entitlement is twenty-five (25) days per annum, pro-rata for shorter periods. Entitlement to leave for Public Holidays is in accordance with the terms of the Organisation of Working Time Act 1997.

Sick Leave

Sick leave with full pay may be allocated at the discretion of the company in accordance with established procedures and conditions as laid down in the company's staff handbook.

Pension

The company provides for a pension scheme to which the CEO and the Company are obliged to contribute, the provider in this context is FBD Life and Pensions Co. Ltd.

Conditions of Appointment

Appointment to the post of Chief Executive Officer will be subject to a 6-month probationary period following which, if successfully concluded as determined by the Board, the position will become permanent.

Start Date Envisaged

It is envisaged that the successful candidate will be in position to take up the post no later than the 28th February 2022

Requests for Feedback

Feedback in relation to the selection process is available on written request. Such requests will be accepted if submitted within 10 working days of the date of notification of outcome as appended to the notification document.

Application Process

Please submit a fully completed application form to Fiona Larkin, Company Administrator, by email to: **fiona.larkin@meathpartnership.ie** no later than **5pm, 29th October 2021**. Please respond in full in respect of the responsibilities pertaining to this position and to both the essential and desirable person specifics as advertised. Please note that:

- Applicants may request Meath Partnership to provide further open source information on the company and its operations
- All applications received will be acknowledged by Meath Partnership
- Late applications will not be accepted under any circumstance
- Canvassing will lead to disqualification

Screening and Interview Schedules

- Shortlisting of applicants will be completed on 12th November 2021 with invitations to interview issuing on the 15th November 2021.
- Interviews will be held between the 25th and 30th November 2021.

Closing Date for Submissions

Closing date for fully completed applications is **Friday, 29th October at 5pm**.