



Muscular Dystrophy Ireland aims to provide information and support to people with neuromuscular conditions and their families through a range of support services. Our objective is to promote through practical empowerment, independent living for people with the condition muscular dystrophy.

MDI supports advocating for services to enable people with neuromuscular conditions to fully participate in society and to live a life of their own choosing. MDI also aims to support and fund research into neuromuscular conditions.

THE POSITION

Overview

The Board of Directors are seeking to recruit a Chief Executive Officer (CEO) to implement, manage and direct all of the organisation's operations and services. The CEO should have a strong understanding of the sector and be an experienced leader, who has a genuine commitment to, and understanding of Muscular Dystrophy Ireland's objectives, ethos and vision.

The CEO will be responsible for:

- Building and sustaining MDI's goals and objectives
- Leading and developing staff
- Supporting and developing services for members, project management and strategy
- Strong understanding of the Governance Code as applicable to Type C Organisations
- Leading all operational aspects of the organisation
- Providing daily operations support
- Working as key strategist in provision of organisational advice to fulfil MDI's objectives
- Ensuring the success of new and existing major programmes and operations
- Ensuring that MDI culture is maintained

In addition to the above attributes, the CEO will be required to be member driven and focused. MDI's members are key within the organisation and the CEO will be required to be a point of contact to members and in some circumstances provide direct support to its members.

The CEO will be required to maintain a positive image with the public regarding the organisation. A strong reputation is especially important for the CEO to maintain with individuals and businesses that contribute to the organisation on a regular basis.

Reporting Lines

The successful candidate will report to the Chairperson of the Board and the Board of Directors directly. MDI has a headcount of 25 core staff, and an approximately 20 Personal Assistants.

As CEO of MDI, you will manage and co-ordinate Facilities, Family Support, Youth Work, Respite and Finance in addition to Fundraising, Public Relations, Information, Research and Transport.

PERSON PROFILE

Principal Areas of Responsibility

Leadership, Operations and People Management

- Manage and develop the leadership team
- Lead the team in the delivery of our services and the achievement of our mission
- Ensure that the on-going operational management of MDI is carried out to the highest standards and in line with MDI Plans
- Ensure written procedures for all processes and procedures are in place and maintained including health and safety
- Oversee the resourcing and people management including recruitment, induction, training, management and development of staff
- Ensure effective performance management systems are in place

Service Delivery and Development

- Oversee the effective management of the current services
- Develop new services to achieve the objectives in line with MDI objectives
- Maintain a working knowledge of significant developments and trends in government policy and within the disability sector, to influence MDI's approach to service delivery and development
- Management of Risk, Service Level Arrangements and development of KPI's for service delivery

Stakeholder and Relationship Management

- Develop, maintain and enhance relationships with HSE both on a local and national level to ensure their ongoing support and commitment to MDI
- Effectively represent and promote MDI and its interests to potential funders, HSE, not-for-profit organisations and government
- Lobby for and secure additional resources to expand the reach of our services; Lobbying Returns
- Develop formal and informal collaborative arrangements with statutory, non-statutory and other relevant agencies and organisations
- Develop relationships with, and make submissions to, Government departments, HSE and agencies with a view to influencing policy

Governance

- Support the implementation and promotion of effective governance
- Oversee the maintenance, development and implementation of open and transparent financial controls, systems and reporting mechanisms in line with statutory and funder requirements
- Oversee the formulation and implementation of annual budgets for agreement with the Board
- Oversee the monitoring and controls of all budgets including forecasts to the Board to ensure the organisation operates within the finances available
- Keep the Chairperson and the Board members fully informed on relevant matters

- Develop strong business relationships with the Board of MDI
- Prepare reports for each Board meeting with content and in a format requested by the Chairperson

Required Experience

- Demonstrable achievements at senior management level, ideally within the disability sector
- Strong understanding, or previous experience of working within the not-for-profit sector
- Previous service delivery and development experience at senior management level, ideally within the disability sector
- A successful track record in building and nurturing stakeholders, key relationships and partnerships with a wide range of diverse collaborators within government, HSE, not-for-profit sectors at national and local level
- A relevant third level or professional qualification desirable
- Proven skills in leadership, HR, planning, negotiation and decision-making
- Demonstrable change and transition management skills
- Proven organisational skills to ensure MDI operates in an efficient and accountable manner

REMUNERATION PACKAGE

A competitive salary and benefits package will be on offer to the selected candidate.

HOW TO APPLY

(for initial enquiries or applications)

Please send a cover letter and a detailed Curriculum Vitae, referencing **MDI01**, outlining your experience, skills and suitability for the position, for the attention of our HR Partner, Derek McKay – recruitment@adarehrm.ie Tel: 01 561 3594

Closing Date for receipt of applications is: 5pm Friday 16th November 2018

All applications will be acknowledged.

MDI is an Equal Opportunities Employer