

## Chief Executive Officer Role Description & Person Specification

The role of ICCM Chief Executive Officer is as a key strategic driver for the organisation to deliver, develop and maintain best practice for our communities in Manchester and its surrounding areas.

As such you will be responsible to the Board of Trustees advising and informing them of risk and opportunity, and create cohesion and cooperation within ICCM, and with the broader community, to ensure ICCM remains the choice of anyone Irish, or of Irish descent, seeking support and guidance to maintain their health and well-being.

The main roles and responsibilities are:

### 1. Strategy

- Business planning: to review the current strategy and develop and deliver a 3-year strategic plan; to develop organisational work-planning; to ensure risk-planning is in place
- To oversee a review of, and identify, the Irish community in Manchester
- Stakeholder engagement: to enhance and develop successful and lasting key relationships
- Fréa Partnership ([www.frea.org.uk](http://www.frea.org.uk)): to assume the role of nominated lead for ICCM

### 2. Finance

- Funding: to review all current funding, identifying gaps and opportunities; to ensure any outstanding funding bids are maximised, especially the Emigrant Support Programme; deliver a robust fundraising strategy aligned to the new Strategic Plan
- Assume management responsibility for all financial aspects of ICCM (including income and expenditure, accounting and payroll supervision)
- Audit management: develop positive relationship with auditors; oversee audit process

### 3. Personnel

- Ensure best HR practice is maintained: support and guide senior managers to ensure ICCM achieves the best results for service users from staff and volunteers
- Oversee annual appraisal process
- Ensure ICCM is the organisation of choice for volunteers with the Irish community

### 4. Governance and Compliance

- Ensure ICCM meets all governance and compliance requirements
- Ensure adherence to all aspects of charity law and best practice
- Ensure all responsibilities of the Board of Trustees are planned for and fulfilled
- Ensure all policies and procedures are in line with best practice, including safeguarding

### 5. Promotion and Representation

- Represent ICCM in the community in which it works; establish effective links with local authorities, public representatives and other key opinion formers
- Represent ICCM in local, regional, national and international settings as appropriate. This will include speaking at conferences, seminars and events
- Be responsible for all contacts with the media on behalf of ICCM

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## PERSON SPECIFICATION

### Qualities

- Innovative and visionary leader able to inspire and motivate others
- Resilience: able to work in a challenging, changing and demanding environment
- Positive work ethic: professional, flexible, enthusiastic, dependable, conscientious
- Commitment to ICCM Mission and Values: a belief in the capacity of the charity to make a positive difference to the lives of marginalised people
- Knowledge and understanding of the experience of the Irish community in Britain: A positive attitude to, and awareness of, the charity's roots
- Flexible approach to working hours: able to work early mornings, evenings & weekends
- Commitment to equality, justice and diversity

### Experience

- Working for an organisation at both a senior and strategic level
- Managing risk and implementing significant organisational change
- Understanding and assessing the needs of the local community, and service users, to shape the development and delivery of services
- Developing successful fundraising strategies including identifying new business opportunities and making successful funding applications
- Monitoring and evaluating performance against KPI's, demonstrating outcomes/quality
- Developing strategic partnerships: an effective representative at senior level
- Working positively with Board of Trustees (in a voluntary, public or private organisation)
- Working in social care (e.g. with children, ex-offenders, homeless or others in need)
- Working with statutory authorities and the voluntary sector; knowledge of the key issues affecting service provision in the voluntary sector
- Drafting and implementing policy and procedures

### Skills & Knowledge

- The ability to raise and maintain the profile of ICCM: representing ICCM externally, at senior levels, in a creative and appropriate manner
- Demonstrate financial control: ensure resources are properly managed and controlled
- Commercial acumen and strong financial management skills; able to reduce operating costs and develop income generating strategies
- Manage change sensitively and effectively; translate strategic plans into understandable and measurable targets
- Strategic and innovative thinking and vision; able to analyse complex concepts
- Able to broaden the income base; experience of successful contractual development; fundraising experience in or to the voluntary sector at trustee or staff level
- Highly effective leader and manager of people with a solid understanding of leadership styles, people management practices and models of shared leadership.
- Excellent communication skills; able to engage an audience through a range of media
- Excellent project management skills: able to prioritise and delegate actions effectively

### Qualifications

- Relevant professional qualification and/or relevant senior level experience