

Job Description / Person Specification
Chief Executive Officer

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## Role Title: Chief Executive Officer

## Reports to: Chairperson – Council of Camphill Communities of Ireland

## The Organization:

Camphill Communities of Ireland is a registered charity that is part of an international movement working with people with intellectual disabilities and other kinds of support needs. In Camphill residents share their home, spiritual and working lives with those who are motivated to meet others as individuals needing support and recognition for who they are, and not as carer and cared for in the conventional sense.

Camphill is a way of life, where each person according to ability contributes what they can towards the well-being of the other. Pioneered by war refugees in Scotland almost 70 years ago, Camphill today numbers over 100 communities in 20 countries. In the Republic of Ireland, 16 communities of varying sizes and settings are home to around 250 residents / day attendees as well as some volunteers and coworkers. As each person with a disability is a unique individual, Camphill has established communities and services that cater to a variety of support needs and is in a continuous process of adapting itself to meet challenges & changes in those needs.

 At the core of the community is the recognition of the dignity of people with disabilities, establishing supportive reciprocal relationships with those who provide support as part of the giving and sharing in community life. Camphill believes that no matter what an individual's disability may appear to be, the spirit - the essential core that makes us all human - always remains whole. Everyone deserves equal respect and opportunities in life so that all may be able to fulfil their potential.

Job Description – Chief Executive Officer

Camphill Communities of Ireland (CCoI)

Grade: Grade 8 equivalent

Salary Scale: Salary will be commensurate with qualifications and experience

Location: Head office in Dunshane, County Kildare, attendance at other locations as appropriate.

Duration: Fulltime. 3 year contract initially, with a possibility of extension

Closing date: 30 May 2018

# Main purpose of the role

The primary function of this role is to provide effective leadership and stewardship to Camphill Communities of Ireland (CCoI) so that its activities are planned, delivered, sustained and developed in line with the mission, vision and values of the organization

This job description describes the roles and responsibilities as current envisaged.  These may change over time in the light of Organisations’s corporate and organisational objectives and the national disability sector programme.

# Overall Objectives

Camphill Communities of Ireland operates a residential and day service in 16 centres, in which approx. 250 residents and day-attendees live and take part in day activities, delivered by a workforce of approx. 500 persons comprised of employees and voluntary co-workers. The CEO of CCoI will be required to deliver the following:

1. To lead the CCoI team to ensure quality programme direction and delivery
2. To ensure sustainability of CCoI through effective management of resources
3. To raise the profile of CCoI through stakeholder development and communications
4. To work with the Chair & Council of CCoI to maintain and improve transparency and professionalism

# Span of Control

Camphill Communities of Ireland operates a residential and day service in 16 centres, in which approx. 250 residents and day-attendees live and take part in day activities, delivered by a workforce of approx. 500 persons comprised of employees and voluntary co-workers.

* This role will carry full responsibility for all aspects of management of Camphill Communities of Ireland: making decisions on the budget, expenditure, recruitment and service provision within all of the communities encompassed by CCoI.
* The main duties and responsibilities are outlined in the job description. This list is not exhaustive and is intended to reflect the main tasks and areas of work. The incumbent will ensure the implementation of the policies of CCoI and will deliver quality throughout the organisation, providing oversight of Camphill’s workforce of approx. 500 persons and ensuring high standards are maintained in respect of the approx. 300 residents and day-attendees associated with CCoI.
* The role will report to the Chair and Council of CCoI

# Reporting In Roles

The Senior Management Team, comprising of HR Manager, Finance Manager, Safety and Quality Manager, and Regional Managers

The Persons-in-Charge in the communities

# Responsibilities

***Strategic Planning*** - to lead and develop a structured strategic planning process that operates to a 3 to 5 year timeframe. To recruit and retain high-calibre staff who will be active and creative in furthering the vision and achieving the aims of CCoI.

***Leadership and Change Management*** – to drive change within the organisation at all levels by actively collaborating with key change drivers at national and local level empowering them to drive change, share learning and encourage collaboration across the organisation

***Corporate Governance, Reputation and Risk Management*** – to support the Company Secretary in ensuring that CCoI, as a legal entity, discharges all its statutory and regulatory requirements by ensuring that there are an appropriate set of organisation policies and procedures in place to safeguard the effective management and control of the services. These will include a Risk Register, Safeguarding Policy, Code of Conduct, Communications Policy, Corporate Social Responsibility, Financial, Human Resource and Operational Management Policy.

***Oversight accountability for effectiveness, quality and efficiency of service delivery*** – to ensure that there is effective organisational alignment of key management systems in the areas of quality management, resource management, HR, Finance and information systems and others.

***Strategic relationship management*** – to develop and sustain positive working relationships with the primary service funders, Government Departments, other funding agencies, HIQA, sectorial representative groups, families and their representative forums, employees and volunteers.

***Representational and Leadership role*** - Promotes an organisational culture that supports high quality standards and high commitment as well as continuous self-reflection and self-development, including continued professional development.

***Performance Management, Staff Development, Support and Team Building*** – to manage the performance and accountability relationship for all reporting staff.

# Core Competencies

**Leadership and Delivery of Change**

* Has a clear and compelling vision for the contribution and future development of the service that is informed by personal values that are consistent with the underpinning philosophy and values of Camphill Communities of Ireland
* Has experience of management and leadership in a change environment and has the capacity to lead, organise and motivate staff to function effectively in times of rapid change
* Has leadership and team management skills including the ability to work with multi-disciplinary team members, internal and external stakeholders and can achieve results through collaborative working

**Working With and Through Others, Communication and Relationship Building**

* Demonstrates the ability to work independently as well as work with a wider (multidisciplinary / multi-agency) team in a complex and changing environment
* Has excellent influencing and negotiation skills and manages conflict in a diplomatic but appropriately assertive manner
* Is flexible, team-oriented and a relationship-builder, has excellent communication and interpersonal skills with an ability to engage effectively with the Board of CCoI, the senior management team and relevant stakeholders internal and external to the organisation.
* Is able to present information clearly, concisely and confidently when speaking and in writing, tailoring the information to meet the needs of the audience

**Managing and Delivering Results (Operational Excellence)**

* Has excellent report writing skills, flexibility, good planning, and can evidence a high standard of strategic, organisational and time-management skills.
* Has insight into the day to day business challenges whilst not losing sight of long term strategic goals.
* Can provide service innovation and operational performance and delivery in a challenging environment.
* Is strongly focused on results and can achieve results through collaborative working.

**Critical Analysis, Decision Making and Resource Management**

* Has knowledge and application of evidence-based decision-making practices and methodologies, and an ability to analyse and evaluate a range of complex information in a rational objective, consistent and systematic manner, to identify the core issues and arguments that are most salient to the situation at hand
* Can analyse, plan, organise and evaluate the deployment of resources (financial, human and physical), to ensure high level planning and strategic management of Camphill Communities of Ireland’s finances, ensuring top class financial tracking, reporting and evaluation systems

**Personal Commitment, Motivation and Integrity**

* Demonstrates high personal standards in terms of ethics, openness and probity, promotes an ethical approach to decision making and has a commitment to continued professional development
* Brings a high degree of energy and commitment to the role – is resilient in the face of high demand levels and adversity.
* Can show commitment and buy-in to the role and in leading lasting change in the quality of service delivered with a focus on improving the outcome for residents and day attendees
* Is capable of coping with competing demands without a diminution in performance.
* Is able to challenge effectively and to maintain the highest levels of professional integrity in challenging circumstances.

# Person Specification

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| Qualifications, Knowledge & Experience in the field of Disability or Social Care | **Essential** | **Desirable** |
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| A recognized relevant qualification, minimum degree level **or** substantial experience  | ✓ |  |
| Good understanding of the national context, sector policies and trends | ✓ |  |
| Experience of dealing with regulation in the area of disability or related field | ✓ |  |
| Experience of liaising with regulatory authorities at a senior level in the area of disability or related field | ✓ |  |
| Experience in the field of advocacy and involvement of service users within a large organisation |  | ✓ |
| Experience of service coordination and collaboration with HSE or equivalent funding bodies | ✓ |  |
| Experience of coordination and collaboration with other service organisations and agencies |  | ✓ |
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| Qualifications, Knowledge & Experience in the field of Management | **Essential** | **Desirable** |
| Post graduate qualification in Management  |  | ✓ |
| Demonstrable substantial experience in managing change in a large values-based organisation  | ✓ |  |
| Demonstrable substantial experience in managing within a large organisation at regional or national level as part of a senior management team (min. 5 years) | ✓ |  |
| Demonstrable experience of managing substantial resource allocation and budget management | ✓ |  |
| Demonstrable experience of implementing a systemic approach to Quality Assurance and Quality Improvement | ✓ |  |
| Demonstrable experience in managing a large, diverse workforce | ✓ |  |
| Experience in the Not-for-Profit / Charity Sector and/or Section 38/39 organisations |  | ✓ |
| An understanding of Camphill Communities of Ireland’s Vision, Values and Mission |  | ✓ |