**Title:** CEO

**Organisation:** COPD Support Ireland

**Location:** Dublin

**Deadline:** Monday 19th June 2017

**Reporting to:** Board of COPD Support Ireland

**Duration:** Three-year fixed term contract subject to annual review and funding.

COPD Support Ireland was established in 2013 to support people living with chronic obstructive pulmonary disease (COPD) – a collective name for lung conditions that make it hard for sufferers to breathe due to obstruction in the air passages of their lungs. It is estimated that approximately 380,000 people in Ireland have COPD and it is one of the most common disease specific causes of hospital admissions. COPD Support Ireland is a national advocacy and support organisation driven by people living with COPD, whose mission is to improve the quality of life of people living with or at risk of COPD and those who care for them.

COPD Support Ireland is seeking a highly motivated and experienced individual to become its next CEO. The person will have all round skills to lead a small non-governmental organisation in a period of significant social change, a person with relevant experience at a senior level who can develop and deliver a strategic plan in line with the vision of COPD Support Ireland.  The CEO should be an effective communicator and influencer who will secure the necessary funds to enable the development of the services of COPD Support Ireland.

**Essential skills and attributes**

* Dynamic and creative person with initiative and leadership skills
* Strong advocacy and communication skills
* Good understanding of public policy and how it can be influenced
* Well developed strategic planning and implementation skills
* Strong team player
* Highly developed management skills with experience at a senior management level
* An excellent understanding of corporate governance
* Experience of working with a Board of Management
* A third level qualification in a relevant discipline
* Excellent writing and IT skills
* An appreciation of and empathy for the issues of concern to people living with COPD and their families
* A person of integrity
* Experience in the voluntary/community sector, health sector or patient support organisations.
* Driving licence and ability to travel as part of the post.

**Desirable**

* Understanding of healthcare policy and delivery in Ireland.
* Understanding of COPD and chronic illness.
* An interest in social justice particularly in relation to health inequalities.
* Experience in advocacy and media relations.
* Experience in fundraising.

**Key Objectives for the role are detailed below:**

1. To provide vision, direction and leadership to COPD Support Ireland and its stakeholders.
2. In conjunction with the Board of COPD Support Ireland, develop and implement a strategy to continue building a strong national organisation supporting the needs of people with COPD.
3. Support the ongoing development and maintenance of a network of COPD patient support groups nationally.
4. To formulate and implement the policy, objectives and strategic aims of COPD Support Ireland, in partnership with the Board and staff.
5. To clearly and passionately advocate for the rights and best interests of people living with COPD.
6. To play a leadership role in advancing policy that seeks to enhance the health status of people with COPD through legislative change, public education and awareness raising.
7. To provide business planning, financial sustainability and effective operational management to develop the services of COPD Support Ireland.

**Corporate Governance Responsibilities:**

Specific duties include:

* Supporting the Board in developing the long-term strategic aims and immediate policy agenda of COPD Support Ireland.
* Facilitating regular Board meetings, reporting to the Board on progress, providing information and being accountable for organisational performance.
* Facilitating the sub-committees of the board to meet and carry out their duties.
* Advising the Board on all aspects of the management of COPD Support Ireland.
* Preparing and co-ordinating the Annual General Meeting and Annual Report.
* Overseeing the financial management of the organisation including preparation of budgets, accounts and financial reports.
* Ensuring governance obligations are met.
* Ensuring the charity’s obligations are met in relation to Revenue and the Charity Regulator.

**Strategic Management Capability:**

Specific duties include:

* Ensuring that a long-term strategy is in place to guide COPD Support Ireland towards achieving its objectives.
* Protecting the overall financial stability of COPD Support Ireland through sound business planning, ensuring that COPD Support Ireland has the human, material and financial resources it needs to operate effectively and efficiently.
* Ensuring the production and implementation of appropriate business plans to achieve the strategies agreed by/with the Board.
* Overseeing all activities of the organisation – provision of information, publications, policy development, training, communications, co-ordination of the National membership Network in line with the COPD Support Ireland’s strategy.
* Providing leadership, direction, supervision and support to all staff.

**Policy Leadership Capability:**

Specific duties include:

* Conduct and oversee policy and research, working closely with the Board.
* Develop and implement a strategic policy agenda.
* Build and nurture effective coalitions and alliances on priority issues and campaigns.
* Develop effective working relationships with key public officials.
* Act as a strong and effective advocate on behalf of people living with COPD, in conjunction with the Board, develop policies that will further the objectives of COPD Support Ireland.

**Communications Capability:**

Specific duties include:

* Maintaining the strong brand and reputation of COPD Support Ireland, including publications, training, web and social media.
* Representing COPD Support Ireland and building on existing relationships with stakeholders and member agencies.
* Ensuring there is easy access to information relevant to people living with COPD and stakeholders using the full range of communication tools and technologies available.
* Preparing press statements and articles on relevant issues.
* Making submissions to Government departments and other relevant bodies.
* Working to establish sound relationships with media personnel and being an effective spokesperson for the organisation.

**Risk management**

* Identify and evaluate the risks to the organisation’s people (client, staff, management, volunteers), property, finances, goodwill, and image and implement measures to control risks.
* Ensure that the Board of Directors and the organisation carries appropriate and adequate insurance cover.
* Ensure that the Board (and staff – in the future) understand the terms, conditions and limitations of the insurance coverage.
* Discipline staff when necessary using appropriate techniques; release staff when necessary using appropriate and legally defensible procedures.

**Reporting Relationship**

The CEO will report to the Board through the Chair.

**Location**

The office is based at Brookfield House, Brookfield Terrace, Blackrock, Co. Dublin.

Please send curriculum vitae and cover letter to [suzannemccormack@irishthoracicsociety.com](mailto:suzannemccormack@irishthoracicsociety.com) by **Monday 19th June 2017 at 5pm.**

Salary range 49K to 55K commensurate with qualifications and experience.

All applications will be treated with strict confidentiality.

COPD Support Ireland is an equal opportunities employer.