

Job Description – Deputy Chief Executive Officer

National Parents Council Primary (NPC) is the representative organisation for parents of children in education. NPC was established in 1985, under the programme for Government, as the representative organisation for parents of children in education. It received statutory recognition in the Education Act 1998.

NPC is a voluntary membership organisation whose role is to support parents to become effective partners in their children's education. NPC wants to see an Ireland where 'every child has the opportunity to reach their full potential'.

We are now looking to recruit a Deputy Chief Executive:

Job Title	: Deputy Chief Executive Officer
Responsible to	: CEO
Hours	: Full time (35 hours per week, Flexibility is required regarding evening and weekend work)
Salary	: €65,000 per annum
Benefits	: 26 days' annual leave per annum + Bank Holidays + Pension Scheme.
Contract	: 3 year fixed term (first 9 months probationary)

Purpose of the job

To assist the CEO to provide strategic leadership for NPC, ensuring that our services are delivered to the highest standards of quality and performance, fulfilling our mission and core values, leading by example. Working alongside the CEO to establish strong partnership links, and act as the 'face' of the organisation for representative and stakeholder functions.

To provide strategic leadership and direct management for the Services Manager, the Early Years Manager and the Advocacy Manager.

Key Responsibilities

1. To work as part of the Senior Management Team to prepare strategic plans and budgets.
2. Preparing and presenting (as required) Board papers and reports to enable the Board to effectively govern the organisation.
3. To ensure the maintenance and further development of key performance indicators to measure the organisation's impact and health and ensure contracts are delivered to a high quality, meeting all funding requirements.
4. To ensure the establishment of mechanisms for listening to the views of those we support, stakeholders and the local community to inform new developments to respond to unmet need and to develop both Business and Development Plans in conjunction with the CEO and Senior Management Team.

5. To develop relationships to deliver the organisation's ambitions and to provide support to the CEO and Senior Management Team to secure contracts and grants from funding bodies.
6. To lead on IT and communications, internally.
7. To ensure effective line management of the Services Manager, the Early Years Manager and the Advocacy Manager and to ensure their departments are functioning well.
8. To develop strong funding submissions as required to maintain and further develop NPC's services.

Leadership & Representation

1. To lead by example and display the personal drive and energy required to motivate staff within the organisation.
2. To build relationships with staff and all stakeholders especially parents of children in education.
3. To ensure that clarity is retained by ensuring all behaviour reflects the values Mission and objectives of the NPC.
4. To ensure that organisational change is managed in a restorative and positive manner, providing direction and leadership to Senior Leaders and teams as appropriate.

Reporting & Accountability

1. To report to the CEO and proactively engage in reflective supervision.
2. To deputise for the CEO, leading on key partnerships.
3. To report and contribute to NPC Board, Senior Management Team and Strategic Groups as appropriate.
4. To liaise with the Senior Management Team regarding the overall financial arrangements of all the operational services ensuring relevant budgets are adhered to.
5. To contribute to strategic forums and work in partnership with stakeholders.

Quality & Performance

1. To take strategic responsibility for implementing quality assurance ensuring that policies and procedures are consistently implemented across services, meeting contractual and legal expectations.
2. To ensure the development and maintenance of appropriate internal recording and information systems, monitoring and data collection.
3. To ensure that the organisation's services are accessible and responsive.
4. To ensure compliance for contracts.
5. To support the development and achievement of quality standards/performance measures throughout the organisation.
6. To promote Inclusion and Diversity in all aspects of the organisation.
7. To ensure that service delivery across the services is guided by current best practice and is supported by an appropriate evidence base.
8. To ensure that the gathering of performance data from services is consolidated into collective reports as required.

Supervision & Support

1. To provide operational management and reflective supervision to Services Manager, the Early Years Manager and the Advocacy Manager.
2. To provide Managers and Staff in NPC with the direction and vision required to develop teamwork and provide excellent services to those we support.
3. To work constructively providing high support and challenge.
4. To develop and maintain purposeful, proactive, positive and effective team work, evaluating staff work performance.

Compliance & Legislation

1. To ensure appropriate policies and procedures are coproduced with staff and adhered to.
2. To ensure services compliance with all relevant Health and Safety and other relevant legislation and that working practices are safe and prioritise safety.
3. To act as the NPC's Deputy Designated Liaison Person.
4. To ensure that Human Resources management within the organisation meets both Statutory and Contractual best practice.

Other Responsibilities

1. To coordinate website information and the use of social media to promote the organisation's services to target groups.
2. To effectively plan for and manage the impact on organisational and human resources.
3. To ensure engagement with parents and parents associations, with regard to service delivery, in a positive and collaborative manner,
4. To ensure that disputes and complaints are dealt with quickly and effectively.
5. To carry out other tasks and responsibilities of any nature as determined from time to time by the CEO in relation to the smooth and efficient running of the services and contracts and agreements.

Person Specification

Essential Qualifications

The candidate must possess:

- A sound background in and knowledge of the not-for-profit sector
- Relevant 3rd level or professional qualification
- Leadership/ management qualification desirable
- Management experience of at least three years within a medium-sized organisation in either the public or private sector. Ideally this experience will include experience of:
 - Financial planning, general management, and control
 - Human Relations management
 - Organisational development and managing change.
 - Leadership Experience and Knowledge
- Evidence of excellence/innovation in the organisational environment and of working within a leadership team/s.

- Evidence of collaborative working with partner organisations in the achievement of joint initiatives.
- Financial management experience with an ability to promote concepts of value for money, effectiveness, and efficiency in the operational management of the organisation.
- Sound knowledge of organisational management and development and proven change management skills.
- Ability to provide strong and effective leadership and direction to staff and demonstrate team management skills which motivate and inspire staff.
- Understanding and appreciation for the culture and environment associated with managing a charitable organisation, as well as the developments and challenges facing the sector into the future.
- Extensive knowledge of relevant legislation and a clear understanding of corporate governance.

Knowledge and Skills

The candidate must:

- Possess a strong degree of self-sufficiency and have excellent interpersonal and communication skills.
- Demonstrate the ability to build and maintain beneficial relationships, both internally and externally.
- Demonstrate an awareness of the internal and external factors impacting on the success of an organisation.
- Have the ability to develop strategic plans that help deliver strategy within resource limitations.
- Demonstrate the ability to oversee and plan work in order to deliver projects on time and within resources.
- Demonstrate the ability to make informed, consistent, and accurate decisions based on relevant information.
- Demonstrate excellent negotiation and influencing skills.
- Have a demonstrable understanding of financial management, including budgeting and forecasting.
- Possess effective interpersonal skills and ability to influence and to manage change with high level stakeholders both internally and externally.
- Have a proven ability to prioritise, and to be highly organised.
- Possess excellent working knowledge of standard office computer packages and databases, with a particular emphasis on Salesforce, MS Outlook, Word, and Excel
- Possess good analytical skills and an appreciation for the data from the CRM which will be required to make meaningful management decisions.

Applications should be in the form of a letter of application and CV (max 2 pages), and be emailed to alynch@npc.ie with “Deputy CEO” in the subject line or by post marked **Confidential** to Áine Lynch, CEO, National Parents Council, 12 Marlborough Court, Marlborough Street, Dublin 1, D01 XP86 by close of business 26th May 2023.