



Job Role Specification

The Role: Chief Executive Officer (CEO)

Role Summary:

The CEO is a key senior leadership and strategic role within the Ana Liffey. The purpose of the role is to provide leadership and direction to the Ana Liffey organisation and deliver on the strategic goals, vision and work plans as set by the Board. The CEO will have a key role in supporting and shaping the strategic direction and development of the Ana Liffey organisation and in ensuring that the organisation is at the forefront of delivering and developing 'Low threshold Harm reduction services' to clients.

The CEO will lead a highly skilled and experienced Senior Management Team (SMT) and ensure that Ana Liffey performs to the highest standards possible, that services are delivered to the highest quality and people are treated with dignity and respect. The CEO will set the ethos and values that are key to creating a positive culture across Ana Liffey and in championing a high-performance team working across the organisation.

Reports to: The CEO reports to Ana Liffey's Board.

Role responsibilities (include, but not limited to):

The following outlines some of the key responsibilities of the CEO role, and these may be expanded or refined from time to time to meet the business needs of the organisation.

Strategic

- Oversee the delivery of Ana Liffey's strategic plan and long-term objectives and provide strategic direction to the organisation to continue to deliver on its vision.
- Provide strategic guidance to the organisation and Board and map out future strategic ambitions and goals aligned to ALDP vision and mission.
- Regularly review the performance delivery against agreed strategic plan and address any gaps or shortcomings in delivery of agreed strategic objectives.
- Provide regular and accurate updates to the Board on the delivery of ALDP's strategic plan.

Leadership & Resource & Financial Management

- Provide expert leadership, guidance, advice, and performance development to members of the SMT.

- Mentor members of staff at all levels to foster growth and a positive culture and encourage and promote SMT individual and team development.
- Provide leadership to make the ALDP a learning organisation and one that supports and develops staff with the ultimate aim of becoming an employer of choice.
- Represent the organisation in national communications with stakeholders and the public.
- Spearhead the development of excellent working relationships with national based drug services, prison services, probation services, homeless services, health services, and any other relevant agencies.
- Support and promote the development and maintenance of excellent working relationships with relevant and appropriate agencies in the community, voluntary, statutory and private sectors.
- Establish a strong organisation communications platform and ensure that there is effective communications across all levels of the organisation.
- Lead on developing a positive team working environment across the Ana Liffey organisation.
- Manage individual SMT managers' performance through the agreed performance management process and procedures.
- Carry out SMT appraisals in accordance with the Ana Liffey's policy and ensure appraisals are carried out for the entire ALDP staff group in a timely and fair manner.
- Maintain oversight of ALDP financials, the financial performance of the organisation and ensure financial management accounts and projects are produced in a timely manner and discussed with the SMT and the Finance Sub-committee and the Board, as appropriate.
- Ensure that agreed financial controls and records are maintained to agreed policy guidelines and controls.
- Produce accurate analysis of finances, financial performance trends and service delivery KPIs to assist the Board, and the SMT.
- Work closely with the SMT to ensure timely and accurate reporting to funders.
- Proactively review ALDP funding sources, identify future revenue streams and progress actions to secure sustainable future funding sources.
- Optimise the handling of financial banking relationships and work closely with Finance Manager to foster and grow strategic financial partnerships.
- Lead on ALDP business, financial and strategic risk assessment and risk mitigation plans and include in organisation risk register for regular review and action at SMT meetings.

Service Delivery

- Oversee the quality delivery of Ana Liffey client services, providing guidance and direction to the Director of Services and the SMT.
- Agree and regularly monitor service performance metrics through the Senior Management team (SMT) and ensure that these metrics are delivered upon.
- Ensure that ALDP has up-to-date quality management systems in place and that all agreed policy and procedures are complied with across the organisation.

- Oversee recruitment, selection and onboarding of new staff and volunteers.
- Ensure compliance with recruitment policy, approved staffing levels and compliance with public sector equality duty as set out in section 42 of the Irish Human Rights and Equality Commission Act 2014.
- Be willing to be telephoned out of hours or called in to address any crisis matters that may arise from time to time.
- Promote a continuous quality improvement programme that enhances the delivery of ALDP services, the safety of staff and the running effectiveness of the organisation.
- Continually identify opportunities to enhance and or develop ALDP services and engage proactively with the SMT and other team members to achieve this.
- Promote and ensure a safe and secure environment for staff and maintain high standards of care.

External stakeholders:

- Foster strong relationships with government agencies, community organisations, donors, and other key partners to support the organisation's objectives and initiatives.
- Actively participate in conferences, meetings, and events to represent Ana Liffey and build relationships with stakeholders in the wider sector.
- Ensure the utilisation of various platforms, including social media, to increase visibility and promote the mission and initiatives of Ana Liffey.
- Advocate for policies and practices that support the objectives of Ana Liffey Drug Project and address issues related to drug use and other complex needs of our service users.

General

- Ensure that ALDP promotes the highest levels of Health and Safety, Fire Safety and other appropriate standards across the organisation and ensure the organisation complies with these and all other required regulations.
- Ensure full compliance with employment legislation and regularly review and update policies and procedures to maintain best practices and support employees effectively.
- Ensure that agreed financial records are maintained to agreed policy guidelines and shared with the Finance & Facilities team.
- Support the development of and promote compliance with ALDP's quality management system and adherence to agreed policies and procedures
- Other areas of responsibility may be assigned to the CEO to meet the changing needs of the organisation

These duties are a general guide to the responsibilities of the CEO. They are indicative of the role and above should not be seen as either definitive or restrictive. The CEO may be required to undertake other duties commensurate with the post.

Person Requirements:

- Relevant third level qualification. (Essential)
- Significant experience of management and leadership ability at a senior level in the area of social inclusion and drug dependency or other relevant field. (Essential)
- Recognised management qualification. (Desirable)
- Have experience at a senior level managing and achieving targets in service delivery. (Essential)
- Excellent IT/IS skills and working knowledge of Microsoft outlook, word, excel and database experience. (Essential)
- A candidate for and any person holding this position must be fully competent and capable of undertaking the duties attached to the position. (Essential)

Knowledge, skills & competencies:

- Good understanding of policy and service provision relevant to the area of social inclusion, drug use and other complex needs.
- A clear commitment to the practice and philosophy of harm reduction.
- Ability to develop and influence policy in the area of drug use or social inclusion.
- Proven track record which includes project management skills, strategic direction skills and clear ability to lead and develop a project or agency.
- Self-motivated person who is committed to ALDP vision and ethos of 'Low Threshold-Harm Reduction'.
- Excellent communication skills, with experience in presenting information to, and developing good relationships with, a variety of stakeholders (internally and externally)
- Ability to network and negotiate effectively with individuals and groups, within Ana Liffey and externally.
- Demonstrated ability to effectively manage employee relationships, address conflicts, and resolve dissatisfaction in a fair, professional, and constructive manner, fostering a positive and inclusive workplace culture.
- Given the nature of the work of ALDP, occasional evening and weekend work may be required.



Working Base:

The base location for this role will be in Dublin. The CEO will be expected to travel to other ALDP site locations for in person meetings and to regularly engage with the SMT and other ALDP team members.

Regarding requests for remote working, Ana Liffey works in line with the Work Life Balance and Miscellaneous Provisions Act 2023.

Avoiding and managing aggression and violence:

Whilst the organisation takes every step possible to ensure the safety of its staff, it is important to be clear that due to the nature of the work carried out at the Ana Liffey Drug Project, it is possible that the CEO may experience aggression in the work place from people who use our services and there is a risk of being verbally or physically assaulted. Training in how to avoid and manage these situations is provided. However, in the unfortunate event of an assault taking place, the organisation provides appropriate support and assistance to overcome this.

Salary and Benefits:

Ana Liffey offers a supportive and inclusive work environment, with a range of benefits and terms that reflect our commitment to employee well-being and professional growth.

- Competitive starting salary aligned with HSE Salary Scale (Grade VIII).
- Generous annual leave allowance.
- 5% matched contribution pension scheme.
- Death in service coverage.
- Bike to work scheme.
- Opportunities for professional development and training.
- Supportive and inclusive working environment.
- Flexible working arrangements where possible.

Equal Opportunities Employer:

Ana Liffey is an equal opportunities employer committed to fostering a diverse and inclusive workplace. If you don't meet every requirement listed but feel you have the skills, experience, and dedication to make a positive impact in this role, we strongly encourage you to apply.