



Job Title:	<i>CEO North West Simon Community</i>
Reports to:	<i>Board of Directors</i>
Job Location:	<i>Based at Company's Registered Office, currently 4 John F Kennedy Parade, Sligo, with a requirement to travel throughout the North West region.</i>
Contract Details:	<i>Permanent Contract</i>
Salary Details:	<i>Social Care Manager Scale commensurate with experience</i>
Background:	<p><i>North West Simon Community's Vision is that "all households at risk or experiencing homelessness and housing exclusion in Donegal, Leitrim, and Sligo, receive the level of support they require to establish and maintain a secure home of their own".</i></p> <p><i>North West Simon Community is an Approved Housing Body, a Company Limited by Guarantee, and a Registered Charity. The organisation currently employs 9 staff and works in partnership with statutory and voluntary service providers in the region towards the achievement of our Vision, Mission, and Values.</i></p> <p><i>North West Simon Community is an affiliate of the Simon Communities of Ireland, which is comprised of 8 Simon Communities providing homeless services throughout the country and a National Office that draws on the experience of the local communities to articulate national policy positions on homelessness.</i></p>
Job Purpose:	<p><i>Subject to the lawful directions of the Board of Directors of the organisation, the CEO shall:</i></p> <ul style="list-style-type: none"> <i>▪ Co-ordinate the effective delivery of both the client services and the business functions of the organisation.</i> <i>▪ Ensure that the organisation is operating to recognised best practice standards, strengthening the delivery of existing services and developing new income streams.</i> <i>▪ Advise the Board of Directors on any matter relating to or affecting the stated policy, objectives, strategy and key outcomes and outputs of the organisation.</i>
Main duties & Responsibilities:	<p>Organisation</p> <ul style="list-style-type: none"> <i>• Develop, implement and review North West Simon Community's strategies and policies, which communicate a clear shared mission, vision and values for the organisation.</i> <i>• Work with the Board of Directors in ensuring the effective and efficient governance of North West Simon Community.</i> <i>• Ensure that North West Simon Community complies with company and charity legislation.</i> <i>• Represent North West Simon Community on the Board of Directors of Simon Communities of Ireland</i> <p>Services</p> <ul style="list-style-type: none"> <i>• Lead efforts in North West Simon Community to ensure that services meet or</i>

exceed the needs and expectations of clients and other stakeholders.

- *Oversee compliance with National Quality Standards Framework (NQSF) for Homeless Services.*
- *Participate fully in the adoption of service policies.*
- *Fulfil the “Duties of the Employer” specified in the North West Simon Community Safety Statement to ensure the safety health and welfare of clients, staff, volunteers and visitors, at all times.*

Finance

- *Ensure that North West Simon Community’s financial resources are planned and managed as efficiently and prudently as possible in achieving the organisation’s aims and objectives.*
- *Ensure that the financial affairs of the organisation are managed in accordance with best practice and through application of applicable accounting standards including SORP.*
- *Seek to increase statutory funding and other sources of funding for North West Simon Community Services.*

Fundraising

- *Ensure an appropriate and effective fundraising operational plan is developed and implemented to maximise current and new methods of fundraising.*
- *Undertake appropriate networking to maximise opportunities for developing local corporate & community partnerships*
- *Ensure the Fundraising department keeps accurate and accessible records in accordance with relevant legislation including, but not limited to, the Charities Act, GDPR*
- *Ensure the conduct of the Fundraising function (staff, volunteers and structures) is in accordance with the spirit as well as the letter of relevant legislation*
- *Ensure that fundraising targets are met each year, generating sufficient income from various sources to enable North West Simon Community to meet its aim and objectives.*

HR

- *Ensure that North West Simon Community fulfils its responsibility to staff*
- *Identify and utilise a combination of strategies to ensure the staffing needs of the organisation are met at all times.*
- *Build, motivate and maintain a healthy, open and innovative team spirit throughout the organisation.*
- *Manage the performance of the staff team including supervision, support, achieving targets, managing budgets, performance reviews, development and training plans, disciplinary procedures etc*

	<p>Advocacy and Representation</p> <ul style="list-style-type: none"> • Ensure effective communication and positive relationships with all North West Simon Community stakeholders (internal and external) in accordance with the values of the organisation. • Ensure that North West Simon Community campaigns and advocates effectively on homelessness and related issues that affect people who are homeless or at risk of becoming homeless • To actively promote the activities of the organisation in regional media • To take responsibility for promoting and maintaining good relations with local people and businesses. • Represent North West Simon Community at all relevant fora. • Carry out other duties as required which are consistent with the role.
<p>Person specification:</p>	<p>Experience, knowledge and skills <i>Ideally the candidate will have the following:</i></p> <ul style="list-style-type: none"> • A third level qualification in social/health services policy or management. • Leadership/Management Experience. • Strong negotiation skills with a proven ability to influence key stakeholders. • Experienced in managing finances. • Familiarity with quality based and outcome-oriented service standards. • Experience of public speaking and display an ease in dealings with the media. • Knowledge and empathy with the issues around homelessness. • Previous experience of managing a caseload of active clients, providing support and housing management services. <p>Personal qualities <i>Ideally the candidate will possess the following qualities:</i></p> <ul style="list-style-type: none"> • Share the values and ethos of, and committed to the success of North West Simon Community. • Excellent interpersonal skills complemented by strong communication and management abilities. • Proven adaptability to respond appropriately to changing external conditions. • Creative and innovative approach to problem solving.
<p>To apply:</p>	<p>All applications must be submitted on the North West Simon Community Application Form available here: CEO Application Form 2023 Queries in relation to this position should be addressed by Noel Daly on 085 8703576 or noel.daly@northwestsimon.ie and completed applications submitted to noel.daly@northwestsimon.ie or CEO, 4 John F Kennedy Parade, Sligo F91PY50 no later than 5 pm on Friday 25 August 2023.</p>
<p>All job offers will be subject to Garda vetting.</p>	
<p>North West Simon Community is an equal opportunities employer and welcomes applications from all sections of the community.</p>	