

# Chief Executive Officer

CANDIDATE BRIEFING DOCUMENT



**IDEA**  
IRISH DEVELOPMENT  
EDUCATION ASSOCIATION

**2into3**  
Transforming Social Impact

July 2024

# ABOUT IDEA

The Irish Development Education Association (IDEA) is the national network for Global Citizenship Education in Ireland and a leading voice for the sector. Established in 2004, IDEA grew out of calls from the Development Education (DE) sector for an umbrella body to represent them nationally.

Since then, they have been representing members involved in the practice, promotion and advancement of Global Citizenship Education in formal, non-formal and informal settings.

In 2023, IDEA had 120 IDEA members (35 individuals and 85 organisations) from a wide spectrum of civil society and education in Ireland including international development NGOs, formal education from early years through to third level, adult education, youth sector, community development, trade unions, and more.

For further information, please visit [www.ideaonline.ie](http://www.ideaonline.ie).

 **CODE** of Good Practice for  
Development Education



**Irish Aid**  
An Roinn Gnóthaí Eachtracha  
Department of Foreign Affairs

**Trócaire**  
TOGETHER FOR A JUST WORLD

**CONCERN**  
worldwide

## VISION

A world where all people are active global citizens.

## MISSION

To advance and strengthen Development Education by cultivating a collaborative and impactful network.

## VALUES

- **Participation:** We are strongest when our members are active in shaping, engaging and contributing to IDEA and our collective efforts.
- **Partnership:** We collaborate with our members and others who share our vision and values to achieve our goals.
- **Reflective Practice:** We are committed to continuous improvement - to trying new creative ways of delivering our work and to learning from experience.
- **Inclusion:** We welcome and encourage a diversity of voices and perspectives, and healthy and mutually respectful debate.

IDEA's work is underpinned by the key values and ethos of Development Education as set out in the [Code of Good Practice for Development Education in Ireland](#).

## FINANCES

In 2023 IDEA had a year of strong financial performance, with an income of €617,773 versus an expenditure of €590,768. Irish Aid is a core funder and strategic partner of IDEA. Trócaire and Concern also fund IDEA's programme of work.

## GOVERNANCE

The IDEA Board, also known as the National Council, oversees the strategy and governance of the organisation. IDEA is a company limited by guarantee and is in full compliance with the Charities Governance Code.

## CONTEXT FOR APPOINTMENT

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The National Council of IDEA seeks to appoint a new Chief Executive Officer to lead the organisation into the next stage of its development, in line with the new Strategic Plan (2024 – 2029).

As the organisation aims to achieve a major capacity development in the DE sector over the next three years, the appointment comes at an exciting time to join the dynamic, creative and innovative team, which seeks to tackle the root causes of injustice and inequality, globally and locally to create a more just and sustainable future for everyone.



Facilitator presenting to attendees at IDEA Annual Conference 2023.

## THE POSITION

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|                       |   |
|-----------------------|---|
| <b>Title</b>          | Chief Executive Officer   |
| <b>Reporting to</b>   | National Council ( <i>Voluntary Board</i> )   |
| <b>Direct Reports</b> | 4 Senior Managers ( <i>Communications, Policy &amp; Advocacy, Capacity Development, and Finance</i> ) |
| <b>Place of Work</b>  | 6 Gardiner Row, Dublin 1 ( <i>hybrid working arrangements available with up to 2 days remote</i> ).   |
| <b>Contract Type</b>  | Permanent, subject to 6-month probation   |

## ROLE SUMMARY

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The Chief Executive Officer will be responsible for implementing the new Strategic Plan 2024 – 2029, while ensuring operational excellence and supporting and empowering the IDEA staff team in delivering IDEAs programme. They will focus on cultivating knowledge and good practice in members, strengthening the networks across the membership, building internal capacity, and championing Development Education across the wider sector.

The CEO will provide leadership to the Development Education sector in Ireland and will represent the organisation publicly through policy work and advocacy and build meaningful relationships with important stakeholders such as members, funders and Government Departments.

Reporting to the National Council, the CEO will ensure that IDEA has sustainable funding to support its programmes, while maintaining compliance with all legal and regulatory requirements, including Charities Regulator, Auditors and CRO.



## Leadership

- Act as the strategic lead, overseeing the delivery of IDEAs strategy, plans, objectives and programmes.
- Provide a positive and ethical leadership approach by providing guidance, advice and professional support to the IDEA Staff Team.
- Promote a culture of transparency and accountability throughout the organisation.
- Publicly represent the organisation enhancing visibility, developing brand awareness and demonstrating the impact of IDEA.
- Communicate effectively and establish credibility with the National Council and throughout the organisation as an effective developer of solutions to business challenges.
- Ensure incorporation all the ethos of Development Education and IDEAs organisational Vision, Mission and Values into all aspects of programme planning, delivery and evaluation.
- Represent IDEA on member-led committee and networks at national and international level.



*IDEA members and Irish Aid staff at the IDEA Annual Conference 2023.*



*IDEA members pictured at the IDEA Code network meeting, November 2023, Dublin.*

## Stakeholder Management

- Provide leadership to the Development Education sector in Ireland through policy work, advocacy and planning - overseeing conferences, training and learning programmes.
- Maintain and grow meaningful partnerships and alliances to increase quality and impact of Development Education in Ireland and expand awareness of IDEAs vision.
- Regularly engage with IDEA members, policy makers, public representatives and funders to strengthen IDEAs reach and influence across new and existing stakeholder groups.
- Maintain a positive working relationship with the National Council and its sub-committees and oversee the delivery of objectives as determined.

## Finance

- Ensure adherence to sound financial management and work with stakeholders to provide an accurate analysis of cash flows, budgets, reports and financial analysis to assist the National Council and Senior IDEA Team.
- Oversee the IDEA budget for Irish and European projects / donors including projections, analysis of potential underspend and communicate changes to donors.
- Identify and pursue funding opportunities, grants and partnerships to ensure sustainable funding for the organisation.
- Set targets for additional funding streams to support the organisation's strategic objectives.
- Ensure compliance with legal requirements including CRO (Companies Registration), Charities Regulator and Auditors.



## Strategic Planning

- Provide leadership and direction in the implementation of IDEAs strategy and provide the National Council with all relevant, accurate, and timely information and advisory guidance required.
- Provide expert input to organisation design and development underpinned by strong commercial management of resource planning and people costs.
- Ensure operational excellence and best practice in terms of policy, governance, and compliance.
- Prepare submissions and position papers contributing to policy and implementation.
- Analyse and make recommendations for initiatives, planning and the introduction of new strategies and policies.
- Develop and lead a robust approach to evaluating IDEAs activities to demonstrate the impact and value of what it does.
- Enhance the development of IDEA's membership and ensure that IDEA is a thought leader for its members.

## Internal Capacity Building

- Provide the overall management of the organisation, including the effective management of the IDEA team (7 team members) to deliver on agreed outcomes.
- Build a purpose-led organisational culture that is high performing, innovative, and delivers impact.
- Ensure that there is an appropriate performance management system in place for all staff to foster continuous improvement and support staff in achieving strategic targets.
- Promote a culture of continuous learning and improvement, where there are opportunities for staff to grow and to learn and to develop professionally.
- Ensure that the organisational structure and design is appropriately matched to the needs of the organisation and to the project requirements.

*These duties are a general guide to the responsibilities of the CEO. They are neither definitive nor restrictive. The post-holder may be required to undertake other duties commensurate with the post, as designated by the National Council.*



After 6 months in the role, you will be expected to be working towards the following KPIs and priorities:

- ✓ Build a positive relationship with all internal and external stakeholders and understand IDEA's role as a membership organisation.
- ✓ Represent IDEA and our members effectively and in a spirit of collaboration to local, national and European policymakers and other civil society actors.
- ✓ Demonstrate an understanding of Development/Global Citizenship Education and be able to champion the work of our members in the role of CEO.
- ✓ Engage with staff and National Council (Board of Directors) to ensure that responsibilities and accountabilities are clear; review organisational structure and staff compliment including staff competencies, development needs and any additional supports (e.g. consultants) needed; make recommendations to strengthen IDEA's internal capacity.
- ✓ Begin implementation of the new Strategy 2024-2029 ensuring all of IDEA's work and reporting systems are aligned to it.
- ✓ Review IDEA's finances and make recommendations to enhance its financial well-being by diversifying funding.



## PERSON PROFILE

The National Council are seeking a passionate and strategic leader who will embody the vision and values of the organisation and provide the long-term vision required to advance Development Education in Ireland and internationally.

The ideal candidate will possess an understanding of the importance of Development Education and demonstrate a commitment to continuous learning and collaboration across teams.

They will have excellent relationship building skills, and possess a strong sense of humility, modesty and integrity, enabling them to manage diverse opinions and bring people together.



## CORE COMPETENCIES AND SKILLS

| Core Competencies   | Essential | Desirable |
|---|-----------|-----------|
| Minimum of 4 years' experience in a similar role and evidence of proven leadership and managerial skills.   | ✓         |           |
| Experience of working with a Board of Directors.  | ✓         |           |
| A good understanding of Development Education, the issues involved and the changing nature of the sector in Ireland.  | ✓         |           |
| The ability to implement a major capacity development programme in the Irish DE sector over the next three years.   | ✓         |           |
| Proven ability to think strategically and to develop strategic responses to a changing policy environment.  | ✓         |           |
| Effective communication skills in terms of communicating internally with members, staff and boards but also with external stakeholders such as funders and policy level/governmental decision makers. | ✓         |           |
| Respect for democratic principles, transparency and participative processes of a membership-led organisation.   | ✓         |           |
| Experience working with budgets, financial reports and trends and the necessary financial and budget-management skills to lead an organisation the size of IDEA.                                      | ✓         |           |
| Ability to develop the funding base of IDEA, write funding applications and reports.  | ✓         |           |
| Experience working with external funders, partners, and collaborators.  | ✓         |           |
| A post-graduate qualification or accredited continued professional development in Development Education or related field.   |           | ✓         |



## REMUNERATION

A salary of €75,000 - €82,000 is offered for this position, commensurate with experience.

### Non-pay related benefits include:

- 23 days Annual Leave
- 6.5% employer pension contribution (after probationary period)
- Annual budget for continuous professional development
- Annual appraisal and salary increment of 3%



## APPLICATION PROCESS

Recruitment for this role is being managed exclusively by 2into3.

If you are a dedicated leader looking to take on a challenging and rewarding role, please send your CV and cover letter outlining your suitability for the role (in Word document format only) to Orla Dolan.

All enquiries regarding the role will be held in strictest confidence.

- **Address** Huckletree in The Academy, 42 Pearse Street, Dublin D02 YX88
- **Telephone** + 353 86 792 4696
- **Website** [www.2into3.com](http://www.2into3.com)
- **E-mail** [orla.dolan@2into3.com](mailto:orla.dolan@2into3.com)

Closing date for applications is **12 August 2024**.

*IDEA is an Equal Opportunities Employer. IDEA is committed to fostering an inclusive and collaborative work environment that values all identities, perspectives and experiences, and provides opportunities for learning and growth. We welcome applications from people from all backgrounds & experiences.*

*At 2into3, we endeavour to make all reasonable accommodations to facilitate the participation of candidates with disabilities in the recruitment process. Please let us know if you require any specific accommodations.*