

# CHIEF EXECUTIVE OFFICER

## Candidate Briefing Document



April 2025

# ABOUT FOSCADH HOUSING ASSOCIATION

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Foscadh Housing Association is a not-for-profit Approved Housing Body (AHB) dedicated to providing safe, secure, and affordable housing for individuals and families in need.

Operating under the regulations of the Approved Housing Bodies Regulatory Authority (AHBRA) and the Charities Regulator, the organisation is committed to delivering high-quality housing solutions that support community sustainability, tenant engagement, and social inclusion.

For more information, please visit [foscadhhousing.ie](https://foscadhhousing.ie).



## MISSION

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Foscadh is the Irish word for shelter. Foscadh Housing's mission is to provide accessible and affordable social housing of the highest quality that nurtures and supports communities.

## VALUES

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- Respect – mutual respect and care between tenants, staff, contractors and board members.
- Work in partnership – to be open, fair, flexible and co-operative.
- Accountability.
- Sustainability.
- Constantly striving for excellence in the quality of our homes and services
- Commitment to continuous improvement.

## GOVERNANCE

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Foscadh Housing Association are a registered charity, Approved Housing Body (AHB) and a company limited by guarantee. The organisation is overseen by a voluntary Board of Directors and an Audit, Risk and Assurance Committee, and is supported by an experienced, full-time management team.

## FINANCE

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In the year ending 31 December 2023, Foscadh had an annual income of €1,504,417 and expenditure of €1,127,354.

# CONTEXT FOR APPOINTMENT

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Foscadh Housing seek to recruit a new Chief Executive Officer (CEO) to lead the organisation through the next stage of its development.

Building on the successes of the incumbent, the CEO will continue working to achieve the mission of the organisation and commence work on the organisation's new Strategic Plan 2025-2028, whilst ensuring operational excellence.



# THE POSITION

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<b>Title</b>	Chief Executive Officer
<b>Reporting to</b>	Board of Directors
<b>Direct Reports</b>	4; Finance Manager, Business Development Manager, Housing Manager, Tenant Liaison Officer
<b>Place of Work</b>	Drogheda, Co. Louth (limited hybrid working option, subject to business needs)
<b>Contract Type</b>	Permanent, Full-Time

# ROLE SUMMARY

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Foscadh Housing is seeking an accomplished and visionary Chief Executive Officer to provide strategic leadership and operational oversight in delivering high-quality, affordable housing.

The CEO will be responsible for guiding the organisation in fulfilling its mission, ensuring robust governance, financial sustainability, and adherence to regulatory requirements.

Additionally, the CEO will cultivate strong stakeholder relationships and drive initiatives that enhance community engagement and organisational growth.

## Strategic Leadership

- Provide executive leadership to advance Foscadh Housing's mission and long-term strategic objectives, including housing development, financial resilience, and social impact initiatives.
- Review the organisation's current operations and strategy, taking appropriate actions where needed to accommodate for changes in the organisation's environment and facilitate continued growth and development of the organisation and team.
- Ensure that the organisation's strategic objectives remain ambitious and achievable through regular review, adapting to changing policy and responding to opportunities as needed.
- Actively engage in Board and Committee meetings, contributing to high-level strategic decision-making.

## Governance, Regulatory and Compliance

- Develop and maintain an effective working relationship with the Chair and the Board, ensure that reports to the Board meet their requirements under the Code of Governance for Charities.
- Work closely with the Board of Directors to shape and maintain strong internal controls, risk management systems, and regulatory compliance frameworks in line with governance best practices.
- Maintain full compliance with all regulatory bodies, including AHBRA, the Charities Regulator, RTB, and other relevant statutory requirements.
- Oversee compliance with funding conditions and contractual obligations to maintain continued access to financial resources and grants.

## Operations & Financial Management

- Oversee financial planning, budgeting, and overall financial performance to ensure long term sustainability and growth.
- Ensure adherence to financial regulations and funding conditions while identifying and securing new funding sources.
- Foster relationships with government agencies, institutional funders, and private sector partners to support organisational expansion and service delivery.
- Implement cost-effective operational strategies that align with Foscadh Housing's long term financial sustainability goals.

## Housing & Asset Management

- Ensure the long-term sustainability and quality of housing stock through effective asset management planning.
- Oversee property acquisitions, developments, and refurbishment projects to align with the organisation's strategic objectives.
- Implement best practices in tenancy and property management in accordance with AHB standards and regulatory requirements and lead housing development initiatives that align with national housing policies and best practices in social housing.



## Community Engagement

- Oversee the continuation and expansion of Foscadh Housing's community initiatives to align with its mission of fostering sustainable and inclusive communities.
- Develop and implement community engagement strategies that promote tenant participation, social inclusion, and collaboration with local stakeholders.
- Secure and allocate funding to sustain and enhance community-based programmes and initiatives.
- Strengthen partnerships with government agencies, community organisations, local authorities, and relevant stakeholders to support long-term community development objectives and enhance Foscadh Housing's impact and reach.

## People & Organisational Development

- Provide inspirational leadership to staff; fostering a culture of empathy, professionalism, collaboration and continuous improvement.
- Develop and support a high-performing management team, ensuring effective succession planning and professional development opportunities.
- Lead the implementation of an effective performance management framework that promotes accountability, supports staff development, and ensures the team is empowered to deliver on organisational goals.
- Ensure the organisation is appropriately staffed and structured, aligning resources with strategic priorities to enable sustainable growth and high-quality service delivery.
- Promote diversity, inclusivity, and active tenant participation within the organisation and its housing communities.

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

- ✓ **Strategy:** Review the 2025–2028 Strategic Plan and present options to the Board that support organisational growth and long-term financial sustainability.
- ✓ **Governance and Compliance:** Ensure full understanding of all relevant regulatory requirements. Identify and address any gaps to maintain compliance.
- ✓ **Financial Management:** Oversee the development of annual budgets and projections in line with the Strategic Plan. Review existing processes in key areas such as rent collection, maintenance, and tenant engagement.
- ✓ **Team:** Undertake a review of staff roles and responsibilities, identify gaps or overlaps and develop strategy for improvement. Establish a formal framework for quarterly one-to-one performance reviews against agreed targets.
- ✓ **Stakeholder Management:** Foster and maintain strong relationships with key external stakeholders, such as customers, funders, councils, and regulators, ensuring clear and consistent communication.
- ✓ **Community Engagement:** Development a 2025-2028 roadmap to enhance the organisation's award-winning community engagement programme, building on existing success and expanding reach and impact.

*These duties are a guide to the general range of responsibilities and are neither definitive nor restrictive. The post-holder may from time to time have to undertake any other duties commensurate with the post, as designated by the Board of Directors.*



## PERSON PROFILE

This position demands a highly skilled, empathetic and innovative leader capable of steering Foscadh Housing towards its strategic objectives, with a strong dedication to transparency, accountability, and social responsibility.

The successful candidate will be values driven and have a record of strategic leadership in a complex environment, with strong stakeholder engagement skills and commitment to regulatory compliance.

They will have a passion for the community and voluntary sector and demonstrate a holistic understanding of housing as a foundation for community.



## CORE COMPETENCIES AND SKILLS

Core Criteria	Essential	Desirable
Minimum 5 years' experience at Senior Management level.	✓	
Experience of meaningful community involvement with a passion for fostering a culture of inclusivity.	✓	
Demonstrated knowledge and passion for the mission of Foscadh Housing Association.	✓	
Extensive knowledge of social housing policy, AHBRA regulatory frameworks, and asset management best practices.	✓	
Empathy, integrity, and an impeccable work ethic.	✓	
Knowledge of effective non-profit governance practices and experience reporting to a Board.	✓	
Financial management experience, particularly in relation to budgeting, financial control, accounts and analysing financial reports.	✓	
Demonstrated ability to secure funding and manage long-term financial sustainability.	✓	
Demonstrable capability to plan and manage activities to achieve strategic outcomes, as well as operating effectively at a tactical level.	✓	
Excellent communication, negotiation and interpersonal skills with the ability to build relationships with a diverse range of stakeholders.	✓	
Full clean driver's license and access to a car.	✓	
Experience working within an Approved Housing Body, the public sector or a not-for-profit organisation.		✓
Relevant third-level qualification in housing, business administration, public policy, or a related field.		✓
Understanding of property development and housing management processes.		✓

*If this role is of interest to you and you believe you have what it takes to be successful, but don't necessarily believe that you meet every single criterion above, please do still get in touch so we can discuss further how you may be a fit.*



## REMUNERATION

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A salary range of €80,000 - €90,000 per annum is offered for this position, commensurate with experience.

### Non-pay related benefits include:

- 5% employer pension contribution match (5% EE; 5% ER)
- Fuel Card (BIK paid by employee)
- 22 Annual leave days, increasing to 25 after five years employment
- Optional €500 One for All Annual Voucher at Christmas



## APPLICATION PROCESS

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

If you are a highly motivated and adaptable leader looking to take on a rewarding role, please send your CV and cover letter to Aoibh O'Shea. The closing date for applications is **02 May 2025**. All enquiries regarding the role will be held in strictest confidence.

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- **E-mail** [Aoibh.oshea@2into3.com](mailto:Aoibh.oshea@2into3.com)
- **Mobile** + 353 86 013 1561
- **Address** 2into3, Huckletree in The Academy, 42 Pearse Street, Dublin D02
- **Website** [www.2into3.com](http://www.2into3.com)

*Foscadh Housing Association is an equal opportunities employer committed to a diverse work environment and welcomes suitably qualified applicants from all sections of society.*

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