



# CHIEF EXECUTIVE OFFICER

## Candidate Briefing Document



**LGBT**  
IRELAND

For Inclusion  
For Equality  
For Everyone

**2into3**  
Transforming Social Impact

April 2025

## ABOUT LGBT IRELAND

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LGBT Ireland is a national charitable organisation providing support services to people who are lesbian, gay, bi, transgender, queer, or intersex (LGBTQI+) and their family members.

The organisation was established in 2010 when seven regional LGBT helplines joined efforts to coordinate the provision of a high-quality national helpline and information service throughout Ireland. Since then, LGBT Ireland has enhanced its supports and now also provides specialist peer support groups and other direct services, advocates at a national level and provides education and training programmes to a range of statutory and voluntary organisations and groups.

LGBT Ireland's growth and expansion happened in collaboration with regional LGBTQI+ member organisations, who participate on the board and who work with us to address emerging issues and challenges facing LGBTQI+ people living across Ireland.

For more information, please visit [www.lgbt.ie](http://www.lgbt.ie).



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## VISION

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Making Ireland the Best Place in Europe to be LGBTQI+. An Ireland where LGBTQI+ people, in all their diversity, can live full, safe, authentic, and celebrated lives.

## MISSION

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Support and empower LGBTQI+ people to be visible, safe and to have their voices heard, in the policy and practices that affect their lives.

## GOVERNANCE

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LGBT Ireland are a charitable company limited by guarantee, incorporated under the Companies Act 2014 on 1 June 2017. The company was established under a Constitution which established the objects and powers of the charitable company, is governed under its Constitution and managed by a Board of Directors.

## RESOURCES

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LGBT Ireland has an annual budget of €750,000 for 2025; over 80% of income comes from statutory and philanthropic grants, with the remaining 20% from fundraised and earned income. LGBT Ireland has a staff team of 9.5 whole time equivalents and 71 volunteers who deliver the organisation's helpline and peer support services.

# CONTEXT FOR APPOINTMENT

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

Building on the progress made by the incumbent, LGBT Ireland's next CEO will, in line with its 2023-2027 [strategic plan](#), ensure operational excellence and lead the team to achieve LGBT Ireland's mission through maintaining strong governmental relations, partnerships with similar organisations, and advocating regional priorities at a national and European level.

## A Path Forward

*Support, Training, Advocacy*



# THE POSITION

Title	Chief Executive Officer
Reporting to	Board of Directors
Direct Reports	5 (Head of Services, Head of Fundraising and Partnerships, Training and Advocacy Manager, Policy and Research Manager, and LGBT Champions Coordinator)
Place of Work	80 Dame Street, Dublin 2; hybrid policy with 2 office-based days
Travel	Some occasional national and international travel
Contract Type	Permanent, Full time - 35 hours exclusive of lunch breaks Monday to Friday

# ROLE SUMMARY

The Chief Executive Officer (CEO) serves as the strategic and operational leader of the LGBT Ireland, reporting to the Board of Directors. In partnership with the Board, the CEO will develop and implement the organisation's strategy to achieve its mission of advocating for LGBTQI+ rights, visibility, and inclusion.

The CEO, working with the Head of Fundraising and Partnerships, also drives fundraising and resource development, securing the financial resources necessary for short- and long-term sustainability. The CEO will ensure the organisation's financial sustainability, operational excellence, and alignment with its core values of human rights, equality, and inclusion.

As the principal representative and advocate, the CEO builds partnerships, promotes policy change, and raises the organisation's profile to address systemic issues faced by the LGBTQI+ community.



## Strategic Leadership

- Provide effective leadership to the organisation and team, ensuring alignment and focus on achieving the organisation's strategic objectives and goals.
- Collaborate with the Board to develop and implement the organisation's strategy and vision.
- Ensure the organisation's relevance, sustainability, and impact within its field of operation.
- Act as the organisation's primary public representative, promoting its mission and values.
- Demonstrate values-led leadership in the execution of all tasks in line with the organisation's values of compassion, collaboration, and being solution focused.

## Stakeholder Engagement and Advocacy

- Build and maintain relationships with key stakeholders, including LGBTQI+ community leaders & representatives, government, donors, and partner organisations.
- Represent the organisation in public forums, including media appearances, conferences, corporate events, and stakeholder engagements, advocating for policies and initiatives that align with its mission.
- Actively engage with the diverse community served to understand their needs and priorities in line with the organisation's values, being cognisant on regional aspect of service provided.
- Further develop platforms for the LGBTQI+ community to self-advocate and have their voices heard on the legal, policy, and practice issues that affect their lives.







## Financial Management

- With the support of the Head of Fundraising and Partnerships, lead efforts to secure and maintain funding, grants, donor partnerships, and fundraising campaigns including the developing area of generated income through training initiatives.
- Develop and manage the organisation's budget, ensuring effective use of resources.
- Oversee financial reporting, audits, and long-term planning for sustainability in line CRA requirements.
- Ensure adherence to financial regulations and funding conditions while identifying and securing new funding sources.

## Governance and Compliance

- Develop and maintain an effective working relationship with the Chair and the Board.
- Support the Board in fulfilling its governance duties and regulatory obligations and ensure that reports to the Board meet their requirements under the Code of Governance for Charities.
- Ensure timely reporting and compliance with legal, regulatory, and ethical standards.
- Provide regular updates on strategic progress, risks, and opportunities.
- Ensure all records (e.g. general and financial) are up-to-date and readily available and in compliance with GDPR regulations.





## Operational Management

- Work with the Senior Leadership Team to oversee daily operations, ensuring efficiency and alignment with strategic goals.
- Ensure that LGBT Ireland has the resources required to achieve its mission through recruiting, developing, and retaining talented staff, fostering a collaborative and inclusive culture.
- Foster a high performing working environment within a hybrid working model.
- Monitor and apportion workloads to staff to ensure fairness and maintain high levels of wellbeing and moral amongst team members.
- Empower and enable team members to carry out their responsibilities.
- Manage the performance of staff, dealing with underperformance in a timely and constructive manner.
- Develop and implement policies, systems, and processes to maintain high-quality programmes and services.
- In conjunction with HR ensure that the training needs of staff are met, in particular Health & Safety, mandatory training and continuous professional development as relevant.
- Support existing and advocate for the development of regional services.

## Monitoring and Evaluation

- Track organisational performance against strategic objectives and key performance indicators (KPIs).
- Lead regular reviews to assess programme effectiveness and drive continuous improvement.
- Keep the Board informed of emerging trends, challenges, and opportunities.





# PRIORITIES FOR POST HOLDER IN FIRST 6 MONTHS

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

## Stakeholder Engagement and Advocacy

- ✓ Have undertaken meaningful engagement with all key sectoral partners, public officials, and elected representatives on the priority policy areas LGBT Ireland are leading on.

## Financial Management

- ✓ Have met with and finalised Service Level Agreements for 2026 with each of the organisation's core funders.
- ✓ Secured at least the existing level of annual grant and fundraising income for 2026.

## Governance

- ✓ Supported the recruitment and induction of three new Board members to augment the Board of Directors

## Operational

- ✓ Achieved good employee satisfaction with existing staff and volunteer teams.

*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

The ideal candidate for this role will demonstrate passion and commitment to LGBTQI+ Human Rights and Equality. Led by LGBT Ireland’s mission, they will support the execution of LGBT Ireland’s strategic vision by enabling actionable and measurable results through collaborative and inclusive leadership.

A strong understanding of Ireland’s political landscape would be an advantage. This influential CEO role demands strong stakeholder engagement skills to ensure the needs of the community are met through continued collaboration with partner organisations, and exceptional networking and public speaking ability to drive advocacy.

SHAPING OUR FUTURE  
YOUR VOTE AND YOUR VOICE MATTER

Ahead of the Local and European Elections on Friday, June 7 join LGBT Ireland to launch our

‘COME OUT AND VOTE’

CAMPAIGN

# CORE COMPETENCIES AND SKILLS



Core Criteria	Essential	Desirable
Demonstrated leadership experience in a not-for-profit or similarly mission-driven organisation at a senior manager or director level and above.	✓	
Excellent communication skills, with experience in advocacy, public representation.	✓	
Demonstrated passion for the organisation’s mission, with a strong alignment to its values and a commitment to LGBTQI+ Human Rights and Equality.	✓	
Proven track record in strategy development, financial management, and fundraising.	✓	
Demonstrated experience in influencing key decision makers to deliver on quality service for the community you serve.	✓	
Strong ability to develop and maintain relationships with key stakeholders, including funders, government, regional communities, etc.	✓	
Demonstrated experience in people management enabling team performance and efficiently while fostering a positive and inclusive workplace culture.	✓	
Strong understanding of the Charities Governance Code	✓	
Demonstrated experience of managing or supporting managers of frontline services in the non-statutory and/or statutory sector.		✓
Political acumen and a track record of influencing decision-making within Ireland’s political and regulatory environment.		✓
Full clean Driving Licence for occasional travel within Ireland.		✓

*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

The salary range offer for this role is €64,232 to €78,311.

The starting salary awarded will be commensurate with experience.

### Non-pay related benefits include:

- 28 days of annual leave
- Employer pension contribution of 1.5%
- Employee education assistance scheme
- Time in Lieu Policy



## APPLICATION PROCESS



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

If you are a determined leader looking to take on an impactful and rewarding role, please send your CV and cover letter to H  l  ne McArdle.

The closing date for applications is **Friday 16 May 2025**.

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

- **E-mail** [helene.mcardle@2into3.com](mailto:helene.mcardle@2into3.com)
- **Mobile** +353 1 574 0028
- **Address** 2into3, The Academy, 42 Pearse Street, Dublin 2, D02 YX88
- **Website** [www.2into3.com](http://www.2into3.com)

*LGBT Ireland 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.*