



Chief Executive Officer

Candidate Briefing Document



**Volunteer
Ireland**

Obair Dheonach Éireann

2into3
Transforming Social Impact

September 2026

ABOUT VOLUNTEER IRELAND



Volunteer Ireland is the national organisation that promotes, supports and advocates for volunteering in Ireland. Working with a range of stakeholders, Volunteer Ireland builds capacity in organisations and companies to create meaningful volunteering experiences, celebrates volunteering and communicates its impact to Government and the wider public.

As the support body for all 29 local Volunteer Centres across the country, Volunteer Ireland works closely with this network to ensure volunteering thrives at local and national level.

For more information, please visit www.volunteer.ie

GOVERNANCE

Volunteer Ireland is a registered charity and CLG. The organisation is governed by a Board of Trustees and complies with the Charities Regulator's Charities Governance Code, including the additional standards for larger organisations. The organisation publishes its audited annual accounts; and reports performance in accordance with the format provided in the Charities Statement of Recommended Practice (SORP).

RESOURCES

In 2025, Volunteer Ireland had a total income of €1,735,627 and total expenditure of €1,735,604. Volunteer Ireland believes that involving volunteers helps them deliver their services more effectively, helps them stay in touch with the reality of volunteering and volunteer management first hand and brings new ideas and fresh energy to their work. The organisation employs a team of approximately 15 staff and involves volunteers across all areas of its work including events, corporate volunteering, administration and communications.



VISION, MISSION & VALUES

VISION

An Ireland where volunteering thrives.

MISSION

To promote, support and advocate for excellent, accessible and inclusive volunteering.

Integrity

We place honesty and fairness at the centre of our activities and uphold the highest professional standards.

Inclusion

We recognise and acknowledge the dignity, worth and potential of people and their ideas, experiences and talents.

Ambition

We challenge ourselves, bring innovation, and strive for excellence in everything we do.

Collaboration

We listen, seek and maintain partnerships, and actively participate in the exchange of knowledge and ideas.

CONTEXT FOR APPOINTMENT

Volunteer Ireland is seeking a new CEO to build on strong foundations: robust governance, a well-structured and efficient organisation, and a transparent, empowering team culture where people are trusted to try new ideas and lead the organisation through its next stage of development.

The successful candidate will join at a pivotal time. The government is developing a new National Volunteering Strategy that is expected to commence in 2027, Volunteer Ireland’s current strategic plan enters its final year in 2027, and there is significant scope to grow and diversify income, build new partnerships and strengthen Volunteer Ireland’s position as a thought leader on volunteering.

THE POSITION



Title	Chief Executive Officer
Reporting to	Board of Trustees
Direct Reports	3; Head of People & Programmes, Head of Advocacy & Engagement, Corporate Programmes Manager
Place of Work	Hybrid, with requirement to work from Volunteer Ireland offices in central Dublin at least 1 day per week (Carmichael House, Dublin 2)
Contract Type	Permanent
Working Hours	Full-time, 35 hours per week

ROLE SUMMARY

The CEO will be responsible for leading Volunteer Ireland, operationalising the organisation's strategic plan and maintaining an excellent organisational culture.

As leader of a compact, high-performing team, the CEO will operate at a strategic level but must also be comfortable leading and delivering operational tasks - bringing together strategic leadership, income generation, advocacy and external engagement to ensure Volunteer Ireland is financially sustainable, impactful and well positioned to shape the future of volunteering in Ireland.

STRATEGIC PLAN 2023–2027

The current strategic plan, An Ireland Where Volunteering Thrives, sets out five goals. It enters its final year in 2027, and the new CEO will begin laying the groundwork for the next plan.

1 Advocate for volunteering

2 Support the Volunteer Centres

3 Develop meaningful volunteering

4 Raise the profile of volunteering

5 Grow and sustain an excellent organisation, consistent with our values





Leadership and Culture

- Maintain and nurture an excellent team culture where people feel safe, motivated, supported and empowered, and where Volunteer Ireland is an enjoyable place to work.
- Foster a culture of continuous quality improvement, where every member of the team feels empowered to trial new ideas and learn from mistakes.
- Drive diversity, equity and inclusion across Volunteer Ireland, ensuring that staff and volunteers are reflective of Irish society.
- Lead the Senior Leadership Team and directly line manage the Head of Advocacy & Engagement, the Head of People & Programmes and the Corporate Programmes Manager, supporting each individual's professional development and wellbeing.

Income Generation and Financial Management

- Take a leading role in income generation and diversification across multiple sources (including grants and foundations, core and other government funding, European funding, corporate partnerships and sponsorships, and earned income such as training, consultation and employee volunteering programmes), while supporting team members to deliver their income targets.
- Secure strategic corporate partnerships, including identifying and meeting potential partners, delivering pitches and negotiating terms.
- Develop annual organisation budgets in collaboration with the Board's Finance & Audit Committee, taking a proactive approach to budget management and regular re-forecasting.
- Ensure best practice in financial management, working closely with the Finance Officer, the Head of People & Programmes, and external accountant.





Stakeholder Engagement and Advocacy

- Represent Volunteer Ireland with Government Ministers and key civil servants across Government Departments, and lead its engagement with the development and delivery of the National Volunteering Strategy.
- Support the development and delivery of key advocacy and policy campaigns, working closely with the Head of Advocacy & Engagement.
- Establish and maintain an open, transparent and positive relationship with the network of Volunteer Centres affiliated with Volunteer Ireland.
- Build new relationships and explore opportunities for engagement and partnership around shared goals and strategic priorities.

Profile and Representation

- Act as the main spokesperson for Volunteer Ireland in traditional and social media.
- Represent Volunteer Ireland in Community & Voluntary Sector, local, national and international forums and events, sharing insights and bringing learning back to the organisation.
- Raise the profile of Volunteer Ireland, Volunteer Centres and the value of volunteering to Irish society at every opportunity.

Strategy, Governance and Operations

- Develop, execute and review the organisation's strategic plan and priorities in close collaboration with the Board, translating them into annual work plans and associated KPIs.
- Proactively assess performance against the strategic plan monitoring and evaluation framework.
- Implement gold standard governance policy and practice.
- Ensure robust systems, procedures and policies are in place to enable effective legal, financial and human resource management.

This job description is not a definitive list of tasks; rather it is designed to give an overview of the role. It is envisaged that the post-holder will use their own initiative and develop the role under guidance so that the organisation's aims are achieved.



CORE COMPETENCIES AND SKILLS



Core Criteria	Essential	Desirable
At least 5 years' senior leadership experience, ideally in the nonprofit sector, with a track record of delivering strategic objectives through a team	✓	
A positive and inspiring leader with a proven ability to foster an empowering and inclusive culture across diverse teams	✓	
Demonstrable income generation and fundraising experience, with a track record of securing funding from multiple sources	✓	
Strong governance experience, including working effectively with a Board of Trustees/Directors	✓	
Strong financial management experience, including budget development, monitoring and forecasting and financial decision-making	✓	
Knowledge and experience of public affairs and influencing policy change	✓	
Highly developed communication and influencing skills; confident as a media spokesperson including live interviews	✓	
Commitment to the vision, values and strategic goals of Volunteer Ireland, with an understanding of the impact and importance of volunteering	✓	
Knowledge of the Irish charity regulatory environment including the Charities Regulator and Governance Code		✓
Experience building meaningful strategic corporate partnerships		✓
Experience as a volunteer manager with an understanding of the challenges facing the profession		✓
A deep understanding of the Irish political landscape and the levers that effect change		✓

PERSON PROFILE

Volunteer Ireland values diversity and aspires to reflect this in its workforce. Applications are welcomed from people from all sections of the community, irrespective of race, ethnicity, gender, age, disability, sexual orientation, religion, or belief.

The role requires a confident relationship-builder and networker who can secure strategic partnerships, act as a credible public voice for volunteering in Ireland and lead a high-performing team to deliver real impact for volunteering across Ireland.

We are seeking a strategic leader who can combine vision and ambition with warmth and inclusivity.

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 in the table, please do get in touch so we can discuss further.

PRIORITIES FOR THE FIRST SIX MONTHS

In your first six months in the role, you will lead on the following priorities:

1

Relationships & leadership

Build strong, trusted relationships with the team, the Senior Leadership Team and the Board, providing clear and steady leadership through the transition while sustaining the organisation's open and empowering culture.

2

Income generation plan

Develop an income generation plan to grow and diversify Volunteer Ireland's funding, building a pipeline of corporate partnerships, trust and foundation grants and statutory income.

3

Government & national strategy

Working with the Head of Advocacy & Engagement, build upon Volunteer Ireland's relationship with the Department of Rural and Community Development and the Gaeltacht and shape its engagement with the new National Volunteering Strategy.

4

Volunteer Centre network

Establish positive working relationships with the network of 29 Volunteer Centres.

5

Delivery & next plan

Oversee delivery of the current annual work plan and KPIs, and begin laying the groundwork for Volunteer Ireland's next strategic plan.



REMUNERATION & BENEFITS

The starting salary for this role will be in the range of €80,000 - €90,000 per annum.

Volunteer Ireland provides an array of benefits and supports, as follows:

- 25 days' annual leave (two reserved for Christmas to New Year office closure), plus an extra day per year of service up to a maximum of 28 days
- 4 days' paid leave per annum to volunteer
- Remote working, with a requirement to work from the office 1 day per week
- 4 weeks 'work from anywhere' policy
- Employee pension scheme on completion of probation, matched by the organisation up to 5%
- Ring-fenced training and development budget per employee
- Cycle to Work scheme
- Employee Assistance Plan

APPLICATION PROCESS

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

If you are an experienced and visionary leader looking to take on a rewarding role, please send your CV and cover letter outlining your suitability for the role to **Shannon Barrett, Principal – Talent, 2into3.**

The closing date for applications is **Monday 19th October 2026.**

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

- **E-mail** shannon.barrett@2into3.com
- **Mobile** + 353 86 180 6051
- **Address** 2into3, The Academy, 42 Pearse Street, Dublin 2, D02 YX88
- **Website** www.2into3.com

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.

All expressions of interest and applications received will be processed in accordance with GDPR requirements; please review our Privacy Statement.

This position will be offered subject to pre-employment reference checks. This role requires applicants to have the right to work in Ireland.