



Chief Executive Officer/ Job Description

Post:	<i>Chief Executive Officer</i>
Location:	Dublin
Responsible to:	Board of Alcohol Action Ireland
Works with:	Board and staff of Alcohol Action Ireland

Job purpose:

The CEO is responsible for the leadership, management and direction of Alcohol Action Ireland within the context of the strategic plan. The CEO is accountable for the overall performance of the organisation in delivering the strategic plan and for the day to day running and management of the organisation's business under delegated authority from the Board.

Who are we looking for?

- Dynamic person with personal initiative and leadership skills
- Strong Advocacy and Communication skills with capacity to succinctly convey organisational positions to disparate audiences
- Good strategic thinker with capacity to see big picture
- Consistent, thorough and tenacious
- Strong team player who can enthuse and galvanise colleagues around AAI's advocacy agenda
- Good understanding of public policy development and how it can be influenced.
- Excellent writing and reporting skills

What previous experience would be useful to have?

- Previous experience of advocacy or public affairs, preferably within a social, health, general campaigning policy environment
- Experience of developing and executing advocacy campaigns with clearly identifiable outcomes
- Previous experience and evidence of contributing to media, both print and broadcast
- Experience of leading and directing staff with a focus on performance and results

Qualifications

- Candidates would be expected to have a minimum third level qualification preferably in Social Policy, Communications/Journalism or law

Requirements Specific to this Post

Strategic:

- Leading the strategic management and development of the organisation
- Driving, managing and implementing the strategic plan within budget
- Leading and co-ordinating AAI's public advocacy programme including ongoing development and implementation of the communications strategy
- Taking the leading role in representing AAI and contributing to a variety of networks, alliances and coalitions in the pursuit of agreed advocacy objectives

Organisational:

- Managing day- to-day operations
- Managing, motivating and developing the staff team - facilitate team meetings and organisational reviews/ evaluations
- Ensuring financial reporting, processes and obligations are met
- Managing the organisation's budget on an ongoing basis
- Liaising with existing funders and developing and executing a fundraising strategy

Communications:

- Building on and maintaining already constructive professional relationships with politicians, government ministers, senior public officials and statutory bodies
- Ensuring organisation continues to be a leading advocate for evidence-based alcohol-harm reduction policies
- Spokesperson for the organisation with all media
See also under strategic

Relationship with Board:

- Informing the Board on significant policy developments and advising on response
- Developing and presenting annual business plans based on organisational strategic plan to the Board for approval
- Reporting to the Board on progress against the strategic and business plans to ensure the efficient and effective management of resources

Other Requirements:

- Commitment to the purpose of Alcohol Action Ireland and to work within the values, policies and procedures of the organisation and in the context of current legislation and regulations
- To show reasonable flexibility in relation to hours of attendance to meet the needs of the work. Work during unsocial hours may be required.
- Participate in and engage with a performance management programme.
- To undertake other duties as may be requested by the Board from time to time
- To undertake work in a manner that is friendly, flexible, respectful and informal.

Note: This Job Description will be reviewed and updated in line with the needs of the work.

HOW TO APPLY: Please send curriculum vitae and cover letter including current remuneration package to: Alcohol Action Ireland, Butler Court, 25 Gt Strand Street, Dublin 1 E-mail: admin@alcoholactionireland.ie.

Closing date for applications is Tuesday, 5th March 2013. All applications will be treated with strict confidentiality. Alcohol Action Ireland is an equal opportunities employer