

## Job Description

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Job Title: Chief Executive Officer

Reporting to: Board of Grow

Job category & level: C-Suite CEO level

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### **The Purpose of the Role:**

The purpose of the role is to lead the Heads of Department Team (HOD's) and other members of staff in delivering on the work plan driven by the organisation's strategic plan and objectives. The CEO is responsible for all executive performance and for the translation of board policies and decisions into effective actions.

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### **Guidance and authority**

The job holder will report to the Board and is expected to operate with autonomy. They will work closely with the Funding, Audit and Fundraising committee, The Governance, Compliance and Risk Committee, The People and Culture Committee, the National Program Committee, and attend those meetings. The Board will be responsible for agreeing the priorities for this role in consultation with you. The nature of matters referred upwards include those;

- where significant resistance is experienced in the development of good practice and implementation of policy or strategic objectives
  - where practice or proposed practice places stakeholders in a position of risk
  - where the decision will have a significant impact on the workload of others
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### **Context:**

***Our vision - An Ireland where no one needs to navigate mental health challenges or life's struggles alone.***

Grow Mental Health (Grow) is a community of people drawn together by first-hand experience of mental health challenges. With over 60 years' experience supporting people in personal growth and recovery, we provide a space where people can tell their story in a confidential and friendly setting.

Using a world-renowned, evidence-based program, our members meet weekly, establish friendships, and begin their unique journey towards mental wellbeing. Funded by the HSE and fundraising activity, Grow operates through a national network of peer support groups

that encourage positive action through shared wisdom and practical guidance. Meetings are weekly, are confidential, open to all individuals over 18, no referral is needed.

Employees work directly and indirectly with Grow groups and members of the public. The main types of direct work are encouragement of the peer support process which includes group member empowerment, connecting to resources, experiential sharing, building community, relationship building, group empowerment, skills building, mentoring, goal setting, self-esteem building and socialisation. The main types of indirect work are group planning and development, administration, awareness raising, fundraising, team communication, supervision, training, providing support, education, information gathering and verification.

Whatever the role, Grow expects its employees to be familiar with the essence of the Grow community, that each individual is a unique and valuable person with potential to grow. Grow employees are highly valued members of the Grow community, contributing their knowledge and skills and growing in expertise in their role.

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### **Main Responsibilities:**

- ❖ Leading our Organisation
  - To support the Board of Grow Mental Health in developing the Grow vision, purpose and values and inspire the team to deliver.
  - To ensure that our vision, purpose and values remain relevant and reflective of our mission and best practice
  - Develop, resource, monitor and evaluate a strategic and operational plan to enable Grow to achieve its stated objectives in consideration of Grow's sustainability over the long term.
  - Manage, support and hold to account staff and volunteers to deliver under the strategic objectives
  - To understand Grow's different stakeholder groups and put in place structures to effectively meet the needs of each stakeholder group, including volunteers.
  - To build strong relationships with funders
  - To ensure that Grow's message, mission, programmes, services are communicated clearly and consistently by all.
  - To develop a strong, positive culture within Grow which models Grow's values and through own behaviour and action influences the behaviour of staff, volunteers and others involved in Grow Mental Health
  - To provide strong, visible leadership that elicits positive commitment and a desire to succeed from all team members and build confidence among the Grow community
  - To be open to and continue to learn

- To collaborate with other organisations and statutory agencies operating in support mental health

#### ❖ Managing Grow

- To deliver services to the highest professional standard
- Identify and ensure compliance with relevant legal, ethical and regulatory requirements
- Ensure that there are appropriate internal financial and management controls.
- Managing the financial security of Grow to ensure there are the resources available to carry out the strategic goals of the organisation.
- Identify major risks for Grow and decide ways of managing these risks.
- To ensure that adequate measurement plans are in place so that organisational goals can be monitored and reported on accurately on a timely basis at Board Meetings in line with best practice and legal requirements
- To initiate and support new initiatives and programme developments, ensuring managers, staff and volunteers work in support of these.

#### ❖ Being Transparent and Accountable

- Identify those who have a legitimate interest in the work of Grow (stakeholders) and ensure there is regular and effective communication with them about Grow
- To respond to stakeholder questions or views about the work of Grow and how it is run
- To ensure that Grow is compliant with legislation, governance and the requirements of statutory agencies that fund Grow

#### ❖ Public Relations

- To identify how Grow can differentiate itself from competition and that this can be communicated effectively by all in Grow
- To represent Grow in the external environment

#### ❖ Working Effectively

- To ensure that the governing body, individual Board Members, committees, staff and volunteers understand their: roles, legal duties and delegated responsibility for decision making
- To work with the Board to ensure that Board meetings are efficient and effective
- To work with the Board to continually review Board recruitment, development and retirement processes to ensure relevant competencies are in place to realise Grow's objectives

- To develop a high performing managerial team, agreeing direction, leading and motivating to the desired results
  - ❖ Behaving with Integrity
    - To be honest, fair and independent
    - To understand, declare and highlight conflicts of interests and conflicts of loyalty
    - To protect and promote Grow's reputation at all time
  - ❖ Research and Advocacy
    - To maintain a deep knowledge of the mental health arena and the operators within it
    - To submit, where possible, pre-budget submissions to government
    - To attend conferences and seminar that inform on the mental health arena
    - To share learnings from research with the team
  - ❖ Reporting
    - To attend the Board Meetings
    - To report to the Board: The CEO Report plus supporting documents in advance of the meeting
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### **Additional Information**

In addition to the duties and responsibilities listed above, the role holder may be required from time to time to perform other duties as deemed reasonable and necessary by the employer. The job holder may also be required from time to time to work or attend training/ meetings at another location. As much notice as is reasonably practicable will be given of any such requirement/ change.

At Grow, we are committed to our mission to create new hope and meaning by empowering people to develop their own positive mental health and it is important that all team members share our values of *hope, connection, inclusion, integrity, change and support*.

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### **Person Requirements**

The role-holder will require the following knowledge, skills and attributes for successful performance in the role

- ❖ Qualifications:

- Education to Degree level or equivalent experience of management at a similar level as a minimum. A higher level management qualification is desirable
  - An excellent knowledge of Information Technology and Social Media is an advantage
  
  - ❖ Skills and Knowledge:
    - A knowledge of the recovery principle and importance of peer support in Mental Health is essential
    - Has worked at a senior level within a similar organisation with a good understanding of governance, management, finance, funding etc.
    - An understanding of funding is essential, it is beneficial if there is experience in the mental health arena.
    - Experience in leading fundraising initiatives is critical.
    - Strong interpersonal and professional skills are essential these include but are not limited to IT skills, communication, networking, resilience, operational effectiveness, flexibility and driving strategies.
  
  - ❖ Experience:
    - At least 3 years' experience in a senior leadership position, ideally within a similar organisation
    - Successful track record in the building and nurturing of relationships with stakeholders and members alike, with building new relationships and partnerships over a wide range of diverse collaborators within the broader sector
    - Experience of working directly with a Board of Management
    - Track record of acting as a spokesperson within a media environment
    - Strong understanding of how we communicate directly and indirectly with our members and external stakeholders via multiple platforms
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## Terms

- ❖ A competitive salary commensurate with experience.
  - ❖ Annual Leave: 25 days rising to 27 after 5 years.
  - ❖ Flexible working hours.
  - ❖ Hybrid working arrangement.
  - ❖ A contributory pension.
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