# Chief Executive Officer – Places of Sanctuary Ireland

**Places of Sanctuary Ireland** (PoSI) is a network of groups and local communities which share the objectives of **promoting a culture of welcome and inclusiveness across every sphere and sector of Irish society**, so that wherever people seeking sanctuary go they will feel safe, find people who welcome them and understand why they are here, and have opportunities to be included in all activities.

PoSI works through community groups, schools and higher education institutions, libraries, faith organisations, local councils, businesses and other organisations in the belief that these newcomers have a huge amount to offer Irish society. PoSI wants to ensure that their voices are heard and that their skills and talents are given an opportunity to flourish for their good and for that of Irish society as a whole.

PoSI is not affiliated to any political or religious organisation, but is linked to the wider City of Sanctuary movement which was established in the UK in 2005 with a vision for making cities places that had a culture of welcome and inclusion, especially for those seeking sanctuary.

**The Role**

**Reports to** The Board through the Chairperson

**Is located** in Ireland and is remote

**Term:** Fulltime Role

**Its focus is** delivering the vision, mission and strategic objectives of PoSI and for ensuring that day-to-day operational management is carried out in a professional, effective and efficient manner.

In this new and exciting role, the CEO will have the opportunity to influence with work and culture of PoSI while managing a broad range of stakeholders, which will result in offering sanctuary to refugees and international protection applicants across its various sanctuary streams.

The CEO will oversee all aspects of people and organisational management, including fundraising, operations, advocacy, and stakeholder engagement. And will require the CEO to have a strong understanding of fundraising research, public policy and strategic communications.

**Key accountabilities:**
**Leadership**

- Lead the implementation of PoSI's strategic plan and initiatives to enhance the impact and reach of PoSI's programmes.
- Identify additional funding sources and develop potential funding sources as appropriate to the goals and strategy of the organisation.
- Ensure successful delivery on funded programs / activities, working with core funders on identifying and tracking key outcomes.
- Provide effective leadership and management oversight to all programmes within the organisation.
- Ensure that the organisational structures and systems are fit for purpose to deliver on PoSI's strategic plan.

- Provide for efficient and accountable use of resources, including budgeting, financial management, and risk mitigation, ensuring that systems, procedures and practices are in place for evaluating the effectiveness of operations.
- Lead the team to achieve excellence by setting rigorous standards, tackling any performance problems and facilitating high level performance from team members.
- Provide feedback and encouragement to others and support problem solving.
- Implement suggestions for improvement and take critical accountability for own performance.
- Identify development opportunities and establish appropriate partnerships to achieve growth.

**Fundraising and Programme Development**

- Oversee the development and implementation of a comprehensive fundraising strategy to diversify revenue streams and ensure the financial sustainability of the organisation.
- Cultivate relationships with donors, funding agencies, corporate partners, philanthropic organisations, and other stakeholders to secure funding and support for our programmes and initiatives.
- Oversee grant writing, donor stewardship, and fundraising events to meet annual fundraising targets.

**Communications and Stakeholder Engagement**

- Build the sanctuary network across all PoSI's programmes.
- Proactively develop and maintain collaborative relationships with key agencies and funders.
- Promote the organisation at local, regional levels and at national level where appropriate.
- Ensure that efficient and effective internal channels of communications are deployed for the wellbeing of staff working largely in remote mode
- Oversee external modes of communication, including advocacy, public relations (including press relations), the website, newsletters and social media to deliver effectively on the principle of sharing the sanctuary message to various stakeholders
- Follow the highest ethical standards when dealing with the Board, colleagues and clients.

**Governance**

- To ensure compliance with statutory requirements across all relevant areas including health and safety, employment law, charities regulation and company legislation.
- Provide the Board with timely and accurate information on the organisation's performance against the annual business plan, financial performance, risk identification and mitigating strategies.
- Support the Board in fulfilling its role and keep it informed of all material matters on an ongoing basis.
- Report to the Board at each meeting on the business of the organisation, including periodic reports on performance against the annual business plan and bringing to the attention of the Board material matters that impact on the organisation.
- Undertake any other reasonable duties that are assigned by the Board.

**The Candidate**

If you share in the belief that people seeking sanctuary have a huge amount to offer Irish society, want to ensure that their voices are heard and that their skills and talents are given an opportunity to flourish for their good and for that of Irish society as a whole – this role will absolutely invigorate you!

We are looking for candidates who have the following:

**Qualifications Required**:

- Educated to third level in Ireland or aboard

**Essential Requirements:**

- Three to five years' experience in senior leadership roles, preferably in organisations serving vulnerable populations or focused on human rights. Experience within the non-profit sector is desirable.
- Demonstrated experience in fundraising, grant writing, and donor relations, with a track record of securing significant funding from diverse sources.
- Strong strategic planning and organisational development skills, with the ability to translate vision into action and drive results.
- Excellent communication and interpersonal skills, with the ability to engage and inspire a wide range of stakeholders, including staff, schools and community groups, donors and volunteers
- Well-developed communication skills, including oral and written skills.
- Knowledge of the International Protection System.
- Familiarity with the compliance and regulatory landscape governing the charity sector in Ireland.
- Strong IT, administrative and organisational skills.

**The Benefits**

- Salary between €60,000 and €70,000 aligned to experience
- Provision of laptop / phone
- Remote working
- Leave: 25
- 3 Places of Sanctuary days (in stipulated months)
- Educational assistance (Financial, Study Leave, Time to attend)
- Milage

**The Team**

We are a close-knit team, even though we work mostly remote. At Places of Sanctuary you will find our values are lived.

Places of Sanctuary is an Equal Opportunities Employer.