

CHIEF EXECUTIVE OFFICER CANDIDATE BRIEFING DOCUMENT



March/April 2025

ABOUT IAPC

The Irish Association for Palliative Care (IAPC), established in 1993, is a key national and international body focused on promoting palliative care. As a multi-disciplinary, non-governmental organisation, it brings together a diverse membership of professionals committed to palliative care across the whole island of Ireland.

The IAPC's inclusive approach ensures it represents all aspects of the palliative care field, with forums dedicated to education, research, nursing, ethics, and pharmacy, which guide the organisation's strategic direction and policy decisions. Serving as the collective voice for palliative care in Ireland, the IAPC plays a pivotal role in shaping the future of care in this critical area.

For more information, please visit iapc.ie.



VISION

Using its collective expert voice to advance palliative care in Ireland.

MISSION

As a multi-disciplinary membership organisation, the IAPC brings practitioners together in order to influence palliative care policy and practice. It does this: by engagement with its members; by supporting education and research in palliative care; by working through special interest groups within the membership i.e. the Forums; through collaboration and involvement with the palliative care community, service users and others.

GOVERNANCE

IAPC are a registered charity and a company limited by guarantee. The Governing Body of the Organisation is the Board of Directors, in accordance with the Companies Act 1963.

FINANCE

In 2023 IAPC had an annual income of €135,385. For more information, please view the [2023/2024 Annual Report](#).

CONTEXT FOR APPOINTMENT

IAPC seek to recruit a part-time Chief Executive Officer (CEO) to lead the organisation through the next stage of its development. Building on the successes of the incumbent, the CEO will continue working to achieve the mission of the organisation and commence work on the organisation’s new strategic plan, whilst ensuring operational excellence.



THE POSITION

Title	Chief Executive Officer
Reporting to	Board of Directors
Direct Reports	2 part-time staff (Accounts and Administration Officer; Digital Marketing and Communications Officer)
Place of Work	Carmichael Centre, Dublin 7 with remote working option available
Contract Type	3-year fixed term part-time contract, subject to funding (25 hours per week)

ROLE SUMMARY

The Chief Executive Officer will provide strategic and operational leadership for the Association, ensuring the effective delivery of its mission and further developing new and existing relationships with the organisation’s network of stakeholders. Central to the role is driving meaningful engagement with members, the Fora and Special Interest Groups (SIGs) and enhancing the Association’s visibility, activities, and influence across the palliative care sector.

The CEO will be responsible for developing and implementing the new IAPC Strategic Plan 2026 - 2029, translating its vision into impactful action. Through strong leadership, the CEO will foster a collaborative and purpose-driven culture that empowers palliative care excellence in Ireland.

Strategic Leadership

- Provide leadership and direction in fulfilling and advancing IAPC's mission and vision, in partnership with the Board, to empower palliative care professionals, advocate for quality care and improve patients' lives through education, research and collaboration in Ireland and beyond.
- Prepare a monthly report for the Board with updates on strategic objectives and organisational matters, including staffing, funding, program successes and priorities.
- Develop the next Strategic Plan 2026 - 2029, helping to set long-term goals, priorities, and operational plans in conjunction with the Board.
- Identify opportunities for the strategic development of the IAPC fora, Groups, Special Interest Groups (SIGs).
- Develop and implement a long-term funding strategy for generating and growing income streams to ensure that the charity continues to be a financially viable and sustainable organisation into the future.

Operations Management

- Take overall responsibility for achieving, monitoring, and reporting on performance against targets in all areas of the organisation's activities, taking appropriate action as required.
- Manage and oversee the IAPC office and ensure continuous improvement of systems and processes for optimal efficiency.
- Cultivate a positive workplace culture and working environment that supports the professional development of the team in place.
- Lead on recruitment, performance management, and staff development, ensuring alignment with organisational goals and values.
- Oversee all core HR functions, including employee handbook, policies, and compliance with employment legislation.
- Coordinate and manage the administrative support for the fora, groups, special interest groups (SIGs), and any associated sub-committees or working groups.
- Provide advice and guidance to the respective Chairs of the fora, and work collaboratively with them to deliver regular updates and reports on group activities to the Board of Directors.

Member and Stakeholder Engagement

- Implement the membership recruitment strategy; increasing engagement with members and ensuring the stated benefits of IAPC membership are delivered.
- Manage staff responsible for the maintenance of the IAPC member database ensuring confidentiality, privacy and compliance with GDPR.
- Strengthen and develop strategic alliances and partnerships with new and existing national and international stakeholders, including European Association for Palliative Care, All Ireland Institute of Hospice and Palliative Care (AIHPC), Irish Hospice Foundation and HSE.
- Maintain and build trusted relationships with funders and potential donors, including the preparation of applications, presentations and attending meetings as required.

Governance, Compliance and Financial Management

- Work with the Board to ensure that the organisation is rigorously governed and operates effectively and efficiently, is fully transparent and accountable to members, other stakeholders and the public.
- Act as Company Secretary for IAPC and ensure all annual limited company secretarial requirements are met (CRO, Charitable status, Charity Governance Code, tax clearance, registration of directors, etc) to ensure that the organisation meets the highest levels of regulatory compliance.
- Liaise with the IAPC accountant and auditor and provide all necessary information and documentation required in a timely manner for completion of the annual audit.
- Draft and manage the annual budget ensuring expenditure stays within budget and potential risks are identified, managed and escalated to the Board and manage staff responsible for keeping accounts.
- Ensure that the financial affairs of the organisation are managed in accordance with best practice ; maintaining proper financial procedures and ensuring proper records are kept of all financial transactions and financial matters relating to the Association.
- Maintain current funding streams and identify opportunities and calls for grants, state and other funding that could provide sustainable or specific project funding aligned with IAPC's mission.

Event Management

- Lead the planning and delivery of key organisational events across the calendar year, ensuring all events are delivered on time, within budget, and to a high professional standard.
- Oversee the planning, coordination, and execution of the IAPC's Annual Education and Research Seminar, ensuring the event remains a key resource for professionals in the sector.
- Oversee the successful execution of:
 - Three Membership Workshops
 - Three Education & Research Workshops
 - Board meetings
 - Forum meetings
 - Annual General Meeting, including preparation of all supporting materials
 - Lecture series

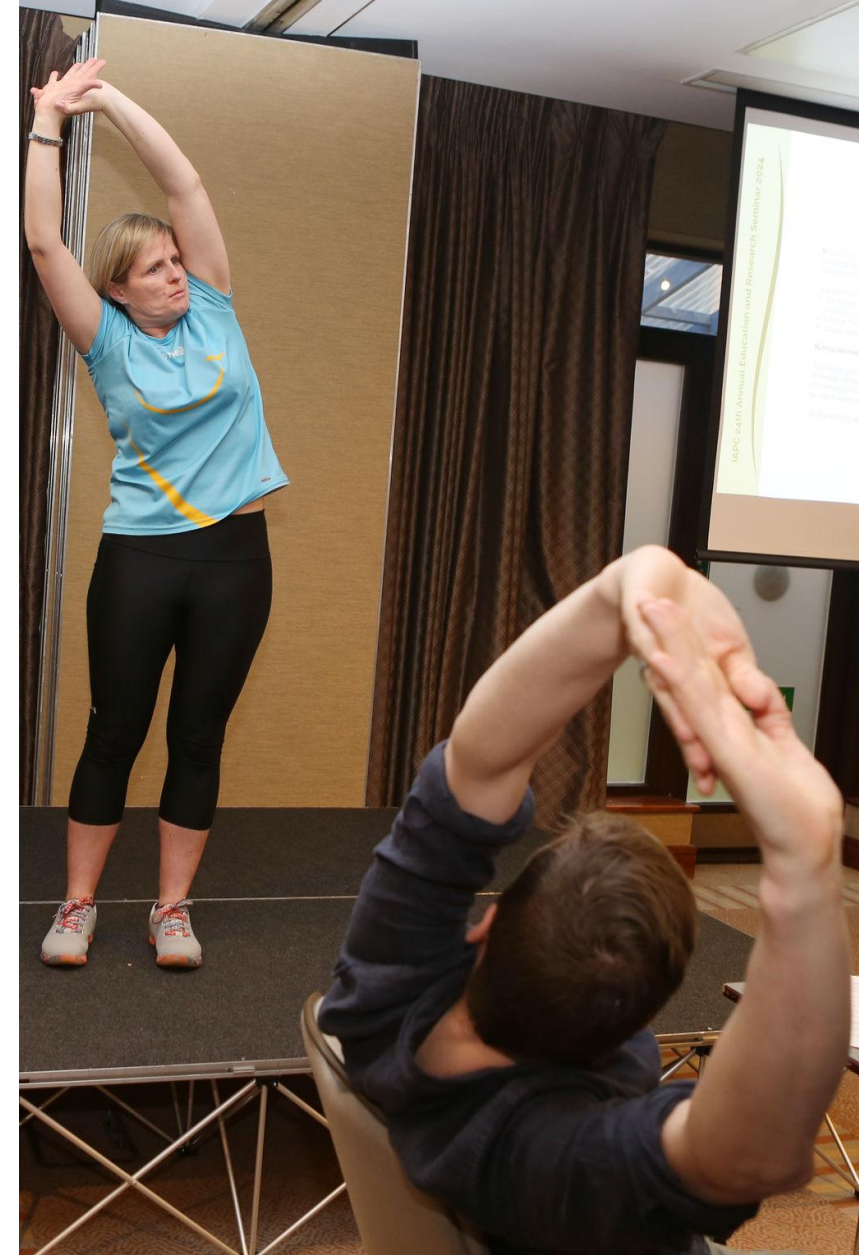
Communications

- Develop the brand and profile of the organisation to promote awareness of the IAPC and its key projects.
- Liaise with and coordinate the Board / Chair to act as spokesperson for the organisation for media enquiries requiring medical expertise.
- Oversee implementation of the IAPC Communications Plan to increase engagement with members and external stakeholders (via newsletters, blogs, publications, e-zines, etc).
- Manage staff responsible for updating website and social media content, ensuring that it remains a useful resource for members and palliative care professionals.

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

- ✓ Lead development of 2026–2029 Strategic Plan.
- ✓ Successfully plan and deliver core events including membership workshops, lectures, trainings, seminars, and the AGM.
- ✓ Complete and submit Pobal and Hospital Saturday Fund grant applications by specified deadline.
- ✓ Commence preparation for the organisation’s audit process in March, ensuring compliance with relevant standards.
- ✓ Coordinate and support all Fora and Board meetings by preparing agendas, taking minutes, securing full participation and acting upon instructions from Forum / Board members.
- ✓ Review and update staff workplans, supervise team performance, and maintain open and consistent internal communication.

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 empathetic, inclusive and transformational leadership, with the ability to empower a close-knit internal team and confidently manage relationships with palliative care leaders across the country.

This dual focus demands a firm but flexible approach and excellent interpersonal skills. The CEO will display exceptional decision-making skills and will be able to respond and adapt to challenges as they arise, in collaboration with the Board of Directors.



CORE COMPETENCIES AND SKILLS



Core Criteria	Essential	Desirable
At least 5 years of successful senior-level management experience and experience managing diverse streams of work.	✓	
Demonstrated knowledge and passion for the mission of IAPC.	✓	
Empathy, integrity, and an impeccable work ethic.	✓	
Inclusive and transformational leadership style with a proven ability to manage a high performing team.	✓	
Demonstrable capability to plan and manage activities to achieve strategic outcomes, as well as operating effectively at a tactical level.	✓	
Exceptional time management and organisational skills with the ability to manage a varied workload.	✓	
Excellent communication, negotiation and interpersonal skills with the ability to build relationships with a diverse range of stakeholders (including the Board, the HSE, members and palliative care leaders).	✓	
Demonstrated success in securing public funding and grants (e.g., Pobal, HSE, Hospital Saturday Fund, Lotto Funding).	✓	
Financial management experience, particularly in relation to budgeting, financial control, accounts and analysing financial reports.	✓	
Experience working in communications, public relations, public campaigns, lobbying and/or advocacy.		✓
Knowledge of effective non-profit governance practices and experience reporting to a Board.		✓
Previous experience working in the palliative care sector or with a medical charity.		✓
Previous experience working in a membership organisation or similar.		✓
Experience working with the HSE and other statutory bodies.		✓

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

A FTE salary of €70,000 (pro-rata) is offered for this position.

Non-pay related benefits include:

- 24 days of annual leave (pro-rata), rising by one day per year after 2 years' service
- IAPC's offices are also closed on Good Friday, and the period between Christmas Eve and New Year
- Remote working option
- Flexible working hours, subject to Board approval
- Time in Lieu Policy
- Paid sick leave in line with Employees Handbook
- Access to Employee Assistance Programme
- Access to pension
- Access to bike to work scheme



APPLICATION PROCESS

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

If you are a determined leader looking to take on a challenging and rewarding role, please send your CV and cover letter outlining how you meet the core criteria to Orla Dolan. The closing date for applications is **18 April 2025**.

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

- **E-mail** orla.dolan@2into3.com
- **Mobile** + 353 86 792 4696
- **Address** 2into3, Huckletree in The Academy, 42 Pearse Street, Dublin D02
- **Website** www.2into3.com

IAPC is an equal opportunities employer, committed to promoting diversity, equity and inclusion at all levels within its communities.

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.