



Recruitment to the position of Chief Executive Officer

Job Description

Please note:

The closing date for receipt of complete applications is:

16th December 2025

Introduction

About The Role

Reporting to the Board, the CEO will have responsibility for the overall operational management and development of IFCA to include its staff, finances, services and strategy. Working with the Board, the CEO will assist the Board in the continuing development and implementation of the vision and strategic direction of IFCA, as outlined in our strategy.

The CEO will be expected to build strong partnerships with stakeholders, oversee member services, and advocate for best practices in Foster Care, including securing government support for children in care and the families who care for them.

At IFCA, we believe in the potential and passion of candidates. If you are excited about this role but don't meet every single requirement/experience, we encourage you to apply anyway. You may be just the right candidate for this role. We value diverse perspectives and experiences and are committed to building a team that reflects a variety of backgrounds, skills, and ideas.

About the Irish Foster Care Association

Established in 1981, the Irish Foster Care Association (IFCA) is the national organisation that supports foster families and the wider fostering community. We advance and promote best practice in foster care through support, learning and advocacy. Membership is broad based and includes foster and relative carers, social workers, childcare workers, academics and others with an interest in or who are involved in foster care.

IFCA operates as a Company Limited by Guarantee (Company Registered No. 281419) with Charitable Status (CHY No. 12498 and CRA No. 20036690).

The key priorities identified in IFCA's 2025-2027 strategy are: 1. To influence change in policy and practice to ensure fostering is recognised, valued and supported. 2. To provide and access responsive, solution-focused and agile supports and services to our membership. 3. To enhance our Organisational Capacity, Sustainability and Governance.

More information about the organization can be seen on www.ifca.ie

The following pages set out the Job and Person Specification, Terms and Conditions of Appointment, and the Selection Process.

Job and Person Specification

The Role:

Job title: Chief Executive Officer, Irish Foster Care Association, (IFCA)

Reporting to: The Board of IFCA, and, between board meetings, the Chairperson

Duties of the CEO will include (but are not limited to) the following:

Key Responsibilities:

- Assist the Board in the development of IFCA as an organisation, and continuously improve the quality of the service and the achievement of its objectives.
- Support the management team in the day-to-day management of the service ensuring that the members of the management team achieve their performance objectives.
- Lead and manage a team of staff and volunteers, ensuring that the ethos, culture and values of the IFCA are implemented and embedded throughout the organisation.
- Be the main spokesperson for IFCA to enhance its reputation and develop further services to its members, utilizing and developing appropriate communication channels.
- Represent IFCA on/at various bodies, boards, meetings, seminars etc., promote the service, highlight the work of IFCA and make presentations as required.
- Liaise with similar organizations, TUSLA, DCDE, and other statutory bodies to develop policy in the area of fostering and to leverage opportunities for the Association into the future.
- Develop existing and future sources of funding. Make applications for new funded projects and work with relevant parties to realise the potential of those opportunities.

- **Board and Corporate Governance:**
 - Working with the Board to enable it to fulfil its governance functions and facilitate optimum performance by the Board and its Committees.
 - Be accountable to the Board for all executive activity.
 - Produce the draft Annual Report and Statement of Accounts for the Board.
 - Maintain the risk register and advise the board on ongoing risks and mitigation strategies.

- **Funding Management and Development**
 - Manage proposals for funding to state agencies, trusts, foundations, individual donors and corporate entities.
 - Research and develop other sources of funding to ensure the continuing viability and future growth of the organization.

- **Strategy Development and Implementation**
 - Implement the Board Strategy through a measurable annual operational work plan, and report to the board on its progress and issues arising.
 - Advise the board and propose matters for inclusion in further strategies, to support the organisation's mission.

- **Organisation Management and Executive Governance**
 - Manage day-to-day operations of the Association to include compliance with health and safety, employment, and all other relevant statutory provision legislative matters and best practice.
 - Provide leadership and direction to the team of staff, including recruitment, development, recognition, performance review and day-to-day management.
 - Protect the overall financial viability of IFCA through sound business and performance

planning, ensuring that IFCA has the human, material and financial resources it needs to operate effectively and efficiently.

- Have processes and procedures in place which support the provision of relevant information for reporting progress to the Board.

- **Service Development and Delivery**

- Listen to and champion IFCA member's needs.
- Measure the quality and value of member services.
- Make evidence-based recommendations to the Board on member support and service development.
- Develop the membership base of IFCA.
- Promote IFCA services to its membership and raise awareness of services with the wider community.
- Promote IFCA's position in an improved foster service and advocate for continuous improvement in legislation, policy and practice with appropriate stakeholders.

- **Stakeholder Relationship Management**

- Critically evaluate and improve the effectiveness of the relationships with the key stakeholders.
- Build and nurture effective coalitions and alliances on priority issues and campaigns.
- Advocate for IFCA members, and the children for whom they provide care, and contribute to the development of policy, legislation and practice in this area.
- Develop the current communications strategy.
- Represent IFCA in public and leverage media opportunities which will support the organisation's mission.

- **Other duties commensurate with the position assigned by the Board from time to time.**

Person Specification – Required Qualifications, Skills and Experience:

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Experience and Qualifications:

- Experience at a senior level in a similar or equivalent organisations/sector.
- Understanding of corporate governance in practice.
- Maintains and applies a broad understanding of financial management principles to ensure decisions are fiscally sound and responsible.
- Apply financial concepts to better support judgment and business decision making.
- Experience of advocacy and influencing.
- A relevant third level qualification in Business Management, Human Resources, Social Policy, Psychology, Education/ Training or relevant field is required.
- Full clean driving license and use of own car for work purposes.

The ideal candidate will demonstrate the following:

- Proven experience as a CEO or a track record in another managerial position in the not for profit, public or private sector.
- An entrepreneurial mindset with experience in developing strategies and implementing vision.
- Experience in developing and implementing complex projects involving multiple stakeholders, and relevant experience in developing and maintaining collaborative partnerships.
- Broad understanding of financial management principles to direct organisational actions. Ability to identify cost effective approaches.
- An effective and experienced leader who can mentor and inspire colleagues (staff and volunteers alike).
- Knowledge of fostering in Ireland, and an understanding of the main social, economic and environmental issues currently affecting the sectors.
- Fair, impartial and open to new ideas and information.
- Innovative and ambitious with the ability to identify new sources of income and effective ways of operating.
- Confident public speaker with strong networking skills.
- Flexible and creative with the ability to adapt to a changing and challenging environment.
- Ability to work on a range of activities simultaneously, prioritising as necessary.
- Resilient, with the ability to conduct themselves in a self-directed manner that is credible to all stakeholders.
- Strong communication skills including written (report/proposal writing), oral, facilitation and presentation skills.
- Effective project management, ICT, organisational and administrative skills.
- Enthusiasm, drive, and approachability and a high level of professional responsibility and integrity.

Key personal competencies required for the role include:

- Leadership and teamwork
- Delivering results in a changing environment
- Managing relationships, networking and influencing
- Resilience and personal effectiveness

Terms and Conditions:

This position is available to the right candidate on a full-time permanent basis. Suitable candidates interested in a fixed term, interim appointment and/or on a reduced working basis will also be considered. A probationary period will apply following appointment.

- The starting full-time salary will be in the region of €78,000 to €85,000 commensurate with qualifications and experience
- Annual leave for full-time equivalent is 27 days per annum (incl 2 privilege days).
- Location: well established hybrid work arrangement is currently in place.
On site days at the IFCA offices at the Synergy Centre, TU Dublin, Tallaght Campus, Tallaght, D24 A386.
- Reporting relationship: Chairperson of IFCA and the Board of Directors.

IFCA is an equal opportunities employer.

Application & Selection Process

To apply for this position please email your up-to-date c.v. and a cover letter to ciara@ifca.ie

1. We ask that your CV set out succinctly:
 - a. Your contact details
 - b. Educational qualifications
 - c. All your work experience, beginning with your current role and working backwards, and you should ensure that there are no gaps in time.
 - d. Relevant extra-curricular interests.

The closing date for receipt of applications is: **Tuesday, 16th December 2025**, with interviews planned to take place in **early January 2026**.

The Selection Process will include:

- **Shortlisting:** Candidates will be shortlisted based on the information provided in their application. As it may not be feasible to interview all applicants, only those whose experience and qualifications most closely align with the requirements of the role will be invited to interview.
- **Garda Vetting:** Applicants may be required to complete an authorisation form permitting IFCA to carry out Garda Vetting as part of the selection process.
- **Character References:** Character references may be requested. We will not contact any referees without your prior consent. You may find it helpful to identify suitable referees at this stage.
- We welcome applications from Irish, UK, or EU/EEA citizens. We will also consider non-EEA candidates, provided they hold valid Stamp 4 or Stamp 5 status (or equivalent), giving them full work rights in Ireland.