

JOB TITLE	The Open Community Executive Director
REPORTS TO	Board of Directors
RESPONSIBLE FOR	<p>The role of the Executive Director will be to:</p> <ul style="list-style-type: none"> • Develop and deliver the organisation's strategic plan in the most impactful and efficient manner, achieving the aims of the National Support Organisation for Ireland's community sponsorship programme for refugees. • Manage a team to achieve the above, and engaging with external stakeholders while ensuring programme objectives and funding requirements are fully met and reported on. <p>The Executive Director will be accountable for the day-to-day running and management of the organisation, under delegated authority from the Board.</p>
HOURS PER WEEK	35

OVERALL PURPOSE OF THE JOB

Community Sponsorship is an alternative resettlement stream to the traditional state-centred model of resettlement.

Ireland's community sponsorship programme seeks to enable local Community Sponsorship Groups to come together to welcome and support arriving refugees. Sponsorship groups provide supports around integration into the local community, access to housing, and to different state services. Refugees arrive in Ireland following referral by UNHCR and a selection and vetting process undertaken by the Irish Refugee Protection Programme.

The Irish community sponsorship programme draws from the Canadian model of refugee sponsorship which was first established in 1979 and was first piloted in Ireland in December 2018.

The Open Community works closely with key civil society partners including the Irish Red Cross, NASC, the Irish Refugee Council, Doras, the UNHCR and with

the Irish Refugee Protection Program at the Department of Children, Equality, Disability, Integration and Youth on the implementation and further development of Ireland's Community Sponsorship Programme for Refugees.

A key element of the work of The Open Community is to provide coordination and support to the Regional Support Organisations, who implement the programme at a regional level, to community sponsors, partner organisations and other key stakeholders.

The Open Community was first incubated in Amnesty International Ireland for a period of three years, and following this successful incubation it is now being established as an independent entity. The Open Community has been successful in its application for funding through the European Union's Asylum, Migration and Integration Fund (AIMF), and will role out a programme of work contained within two specific AIMF funded projects, plus additional bodies of work, over a three year period.

Applications are invited for the position of Executive Director to lead this newly independent body, overseeing and managing the ongoing development of the National Support Organisation (NSO) to facilitate civil society engagement with Ireland's community sponsorship programme for refugees. The successful candidate will demonstrate significant expertise in organisational leadership, relationship management, expanding partnerships, program development, and project management. Working closely with an advisory group of stakeholders and partner organisations, the Executive Director will report directly to the Board of Directors.

MAIN RESPONSIBILITIES

- Managing the establishment of, and providing executive leadership to, this newly independent entity which operates as the National Support Organisation for civil society involvement in Ireland's Community Sponsorship Programme for Refugees;
- Management of the day-to-day operations of the organisation;
- Development, delivering and reporting on the organisation's strategic plan. Managing the development and delivery of a cross-team work plan for two EU AMIF funded projects and additional bodies of work;
- Co-ordination with the Board of Directors and other key stakeholders;
- Ensuring that project activities are being completed per agreed work plans, and overseeing and completing reporting as required by specific projects;
- Supporting the delivery and further development of training programmes for community sponsors;
- Establishing and maintaining relationships with partners and other stakeholders;
- Developing and implementing systems for financial tracking and monitoring;
- Implementing systems for monitoring and evaluation of the NSO's outputs and impact;
- Providing coordination of regular meetings with key stakeholders;
- Communicating the activities and progress of the programme internally, and to partners and other groups as appropriate.

PERSON SPECIFICATION

- Demonstrable experience of project management at a senior level;
- Excellent leadership and organisational skills and the ability to organise and prioritise own work and that of others;
- Ability to work on own initiative and take ownership of the role;
- Excellent time management; ability to manage multiple priorities and work to deadlines;
- Experience managing a team and managing competing demands;
- Experience in managing income and expenditure budgets;
- Track record of effective work both independently and as part of a team;
- Excellent communication skills, both written and verbal;
- Ability to establish positive working relationships with colleagues and partners;
- Proactive approach and strong problem-solving skills;
- Excellent interpersonal skills and the ability to communicate with a wide range of audiences;
- Experience reporting against EU funded projects and understanding of key deliverables and partnership working an advantage;
- Previous experience of working on migration or refugee related issue an advantage.

This is a three-year fixed term contract. Salary of 68 – 70k per annum.

Please email recruitmentTOC@gmail.com with a CV and covering letter stating why you are a suitable candidate for this role and highlighting relevant experience.

Closing date for applications is COB Friday, 19 January 2024.

The Open Community values and celebrates the diversity of our team and the importance of an inclusive work environment. We welcome applications from people of all backgrounds and abilities.