



Candidate Information Booklet

Chief Executive Officer

Ard Aoibhinn Services

Ard Aoibhinn Services is committed to a policy of equal opportunity.



An Breacadh Nua T/A Ard Aoibhinn Services

Empowering people with intellectual disabilities to live full and meaningful lives.

About Us

Ard Aoibhinn Services is committed to promoting equality, independence, dignity, and respect for every individual who uses our services. Through person-centred supports, collaborative teamwork, and a rights-based approach, we strive to ensure each person is enabled to reach their full potential. Ard Aoibhinn provides day and residential services to people who have a disability and/or Autism and provides supports via a pre-school service.

Ard Aoibhinn is a not-for-profit organisation with charitable status, funded under Section 39 of the Health Act 2004 and is overseen by a voluntary Board.

An Breacadh Nua (The New Dawn) was established in 1995. The Board is elected annually and consists of Parents and friends of Ard Aoibhinn Services. It is supported by a professional staff of over 100 with a range of student nurses, social care students and visiting professionals from the Health Service Executive e.g. Speech/Language Therapist, Physiotherapists, Occupational Therapists and Psychologists, all working together to create a multi-disciplinary team caring for all service user's in a modern, happy, friendly environment. The overall policy of the organisation is to provide services for people with special needs in whatever way is best suited to their abilities and to raise awareness about disability within the wider community.

We are now inviting applications for a dedicated and experienced **Chief Executive Officer** to lead, develop, and champion high-quality disability services across An Breacadh Nua.

The Role

Reporting to the Board of Management, the **Chief Executive Officer** will have responsibility for the leadership, service delivery, and ongoing development of high-quality, person-centred services for adults with intellectual disabilities. The successful candidate will play a key role in service planning, staff leadership, quality assurance, compliance, financial oversight, and relationship building with families, advocates and other external agencies.

This is a pivotal role that requires strong leadership, excellent communication skills, and a deep commitment to the rights and wellbeing of people with disabilities.

Why Join Us?

- Lead a service that makes a meaningful difference in the lives of adults with intellectual disabilities.
- Work with a committed and supportive Board and staff team.
- Opportunity to shape and develop services for the future.
- Supportive environment that values innovation, teamwork, and continuous development.

Job Title	Chief Executive Officer
Grade	Grade VIII
Location of Post	Ard Aoibhinn Centre, Belvedere Road, Wexford, Y35 YR29
Closing Date	Friday 12 th June 2026
Start Date	Expected start date, Q4 2026 Will be indicated at job offer stage
Informal Enquiries	Informal enquiries for this post can be made to Shauna Buckley, HR & Office Manager at sbuckley@ardaobhinn.ie or 053 91 47868
Reporting Relationship	Reporting directly to Board of Management
Purpose of the Post	As the CEO, you will be responsible for leading, managing and developing the services and play a crucial role in the effective management of Ard Aoibhinn Services. As CEO you will translate key strategic directives into operational plans and you will be accountable for and oversee day-to-day operations, ensuring the delivery of high-quality service

JOB DESCRIPTION

MISSION STATEMENT

Ard Aoibhinn strives to promote equality and independence by recognising and respecting the rights of all.

Through commitment and continuity from each individual in the service the dignity and respect of everyone will be ensured to help develop their full potential in a non-discriminatory manner.

DUTIES

1. Service Delivery

- Work with senior managers to develop and implement plans for the provision of services on an on-going basis, oversee full participation of service users, their family members/advocates, staff and the Board of Management.
- Identify service needs and to formulate plans to meet those needs identified within the vision of creating a service for the future.
- Oversee the health, safety and welfare of service users and staff are maintained through using safe systems of work and effective communication of same.
- Ensure that the service is such that service users are given the opportunity to develop to their full potential.
- Ensure that all activities carried out are in line with the required quality standards and codes of practice.
- Ensuring compliance with statutory requirements.
- Work in co-operation with multi-disciplinary teams.
- Promote a positive image of An Breacadh Nua at all times in the local community and on a broader regional and national level.
- Implement policies and strategies as approved by the Board of Management.
- Ensure all staff members are appropriately trained to perform their duties.

2. Strategic Management

- Manage and promote a quality service delivery within Ard Aoibhinn Services, Health Service Executive and other agencies
- Provide advice and support in the business planning process
- Promote and participate in the implementation of change

- In partnership with the Board of Management, contribute to the development and execution of strategic plans that enhance the quality of Ard Aoibhinn services, improve operational efficiency, and achieve organisational objectives.
- Work collaboratively with key internal and external stakeholders to shape organisational goals, identify growth opportunities, and optimise the effective use of resources.
- Engage with external partners to build strategic alliances, explore new business opportunities, and strengthen the organisation's reputation.

3. Finance Management

- Monitor and control the use of resources in accordance with An Breacadh Nua policy
- Develop and manage budgets, forecasting financial needs, and monitoring expenses to ensure the financial viability of the organisation.
- Evaluate and make recommendations in line with current trends
- Develop revenue-generating initiatives and cost-saving strategies that preserve excellence in patient care.
- To advise and support staff appropriately on financial procedures/practices
- To provide the Board of Management with regular briefings on the allocation of financial resources
- With advice from the Finance Manager ensure optimum use of resources in line with current trends
- Support decision-making by supplying robust, factual, and evidence-based analysis to the Board of Management, the HSE, and other stakeholders.

4. Human Resources

- Lead the planning and allocation of work by the line managers and/or human resource department.
- Oversee the management of performance of employees as appropriate
- Steer a positive working environment, which contributes to maintaining and enhancing effective working relationships
- Promote the development of staff to their maximum potential in line with personal and organisational goals
- To advise the Board of Management on matters relating to HR in conjunction with the HR Manager.

5. Health & Safety

- Ensure that the Health, Safety and Welfare at Work Act 2005 is adhered to and implemented.
- Ensure that the Health & Safety Statement is reviewed and updated as required by an appropriate person.

6. Information/Communications

- Lead and promote effective communication in Ard Aoibhinn Services, Health Service Executive and other agencies
- Deliver a team based working approach in all areas of service delivery.
- Work to create and promote open communications, healthy working relationships and an atmosphere of innovation amongst staff
- Ensure and support an effective record keeping management system
- To contribute to the establishment of appropriate databases for service users

7. Working Relationships

- Report to the Chairperson of the Board of Management or otherwise as determined by the Board
- Liaise and co-operate with the Health Service Executive and with other agencies involved in the care of the service users attending our services
- Good working relationships and structures are required by the Manager of Services with all staff to ensure maximum delivery of service to meet the needs of An Breacadh Nua
- To foster strong working relationships to promote a co-ordinated approach with service users and their families/advocates
- Lead the senior management team, comprising of Day Services Manager, Residential Services Manager, Finance Manager and HR & Offices Manager to ensure efficient service delivery and day to day running of the service.

Chief Executive Officer

Person Specification

Essential	Desirable
Qualifications	
<ul style="list-style-type: none"> • Third-level qualification (Level 7/8 or higher) in Healthcare Management, Social Care, Nursing, or related discipline • Relevant professional qualification or registration where applicable (e.g. CORU, NMBI) • Management or leadership qualification or equivalent experience 	<ul style="list-style-type: none"> • Postgraduate qualification (Level 9) in Healthcare Management, Leadership, Governance, or Business Administration (e.g. MBA) • Formal training in Corporate Governance, Risk Management, or Quality & Safety
Experience	
<ul style="list-style-type: none"> • Minimum 7–10 years' experience in the disability sector, with at least 5 years in a senior management role • Experience managing HIQA-registered residential and/or day services • Proven track record in delivering person-centred, rights-based services for individuals with disabilities • Experience managing budgets, including service arrangements and compliance reporting • Experience leading multidisciplinary teams across multiple service locations • Demonstrated experience in regulatory inspections and compliance • Strong experience in financial management, including budget oversight and cost control 	<ul style="list-style-type: none"> • Experience at CEO/Head of Service level • Experience working with voluntary boards or trustees • Experience in organisational change, transformation, or service expansion
Knowledge & Understanding	
<ul style="list-style-type: none"> • In-depth knowledge of Irish disability policy and legislation, including: • HIQA Standards for Residential Services for Children and Adults with Disabilities, New Directions, Assisted Decision-Making (Capacity) Act • Safeguarding Vulnerable Persons at Risk of Abuse policies • UN Convention on the Rights of Persons with Disabilities (UNCRPD) • Understanding of person-centred care principles and rights-based approaches • Awareness of current policy developments and national strategies in healthcare and social services 	

<ul style="list-style-type: none"> • Knowledge of risk management, clinical governance, and quality assurance frameworks 	
<p>Skills & Competencies</p>	
<p>Leadership & Management</p> <ul style="list-style-type: none"> • Ability to lead a values-driven organisation focused on inclusion, independence, and dignity • Strong strategic leadership aligned with national disability reform and policy • Proven ability to lead organisational change (e.g. service modernisation, compliance improvement) • Experience working effectively with a Board in a governance framework • Ability to build a positive organisational culture and support staff development • Ability to work effectively with a Board of Directors/Trustees <p>Service Delivery & Quality</p> <ul style="list-style-type: none"> • Strong commitment to person-centred, rights-based service delivery • Experience implementing and monitoring quality improvement frameworks • Ability to respond effectively to inspections, audits, and service reviews • Focus on measurable outcomes for service users and continuous improvement <p>Communication & Interpersonal Skills</p> <ul style="list-style-type: none"> • Excellent verbal and written communication skills • Ability to engage effectively with a wide range of stakeholders including staff, service users, families, HSE, regulators, and community partners • Strong negotiation, influencing, and advocacy skills • Ability to represent the organisation externally with credibility and professionalism <p>Organisational & Administration Skills</p>	

<ul style="list-style-type: none"> • Highly developed organisational and planning skills • Ability to manage competing priorities in a complex regulatory environment • Strong attention to detail and governance processes • Competence in policy development, reporting, and documentation <p>Financial & Resource Management</p> <ul style="list-style-type: none"> • Ability to monitor and control budgets in line with organisational policy. • Skilled at evaluating resource usage, identifying efficiencies, and advising on financial practices. • Strong commitment to equality, independence, and the rights of people with disabilities. • Professional integrity, discretion, and respect for confidentiality. • Resilience and adaptability in a dynamic service environment. • Commitment to continuous learning and personal development. • Positive, proactive, and solutions-focused approach. 	
<p>Personal Attributes</p>	
<ul style="list-style-type: none"> • Strong commitment to disability rights, inclusion, and equality • Values-driven, with a clear focus on dignity, autonomy, and person-centred care • High levels of integrity, accountability, and transparency • Resilient and adaptable in a highly regulated and evolving sector • Collaborative leadership style with the ability to build trust across stakeholders • Strategic, innovative, and solution-focused mindset • Full clean driving licence and access to car. 	

The principal duties and responsibilities as outlined above indicate the main functions and responsibilities of the post and is subject to review and amendment in light of changing circumstances and may include other duties and responsibilities to be determined from time to time by the Board of Management.

TRAINING AND DEVELOPMENT

- Keep up to date on all legislation appropriate to services for people with intellectual disabilities
- Take responsibility for identifying your own training and development needs
- Attend mandatory training courses

HEALTH AND SAFETY

- Be conscious of health and safety matters in the work place and in particular to comply with employees' obligation as set out in the Safety, Health and Welfare at Work Act, 2005 and to ensure that the procedures set out in the Safety Statement in relation to oneself are implemented at all times;
- Be up to date with existing fire regulations and emergency procedures and participate in the implementation of same and co-operate with the Health & Safety Officer of the company;
- Report and record accidents/irregularities or other matters of concern to the Board of Management or such person as the Employing Authority may designate.
- Be aware of Ard Aoibhinn Services Policies and Procedures.

CONFIDENTIALITY

In the course of your employment, you may have access to or hear information concerning the medical or personal affairs of service users, staff, or the service itself. Such records and information are strictly confidential. On no account must confidential information concerning staff, service users or the service itself be divulged or discussed except in the performance of normal duty. In addition, records must never be left in such a manner that unauthorised persons can obtain access to them and must be kept in safe custody, or destroyed when no longer required in accordance with agency policy.

HEALTH

A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health as would indicate a reasonable prospect of ability to render regular and efficient service.

FLEXIBILITY

This post requires a high level of flexibility to ensure the delivery of an effective and efficient service. Therefore, the post holder will be required to demonstrate flexibility as and when required, i.e. evenings/weekends

PROBATION

The successful candidate will be appointed subject to satisfactory completion of a probationary period of six months.

CANVASSING

Canvassing will disqualify candidates and result in their exclusion from the appointment process.

SHORTLISTING

Applicants will be subject to short listing based on information provided in their application, whereby only those who meet set criteria shall be called to interview.

APPLICATION DETAILS

Intending applicants should submit a completed Application Form, along with a detailed career history document outlining information relevant to the post and specific competencies as outlined above to, sbuckley@ardaobhinn.ie via email before the closing date of 5pm on Friday 12th June 2026.