

## National Deaf Village Sports and Leisure Company

<b>Position Title</b>	Executive Officer
<b>Duration</b>	Full-time, permanent role
<b>Location</b>	Ratoath Road, Cabra, Dublin 7, D07 P973
<b>Website</b>	<a href="https://www.deafvillageireland.ie/about/management-structure/">https://www.deafvillageireland.ie/about/management-structure/</a>

### BACKGROUND

National Deaf Village Sports and Leisure Company (NDVSLC) is a wholly owned subsidiary of [Reach Deaf Services](#), formerly known as the Catholic Institute for Deaf People (CIDP).

NDVSLC holds a lease from Reach Deaf Services under which it has responsibility for the campus that is known as Deaf Village Ireland as well as various sports facilities and grounds. A portion of this lease is further sub leased to a separate company known as [Deaf Village Ireland](#).

The overall aim in establishing this campus is to provide facilities for the wider Deaf community in Ireland as well as many Deaf organisations based in Dublin, to promote Deaf culture and Deaf heritage, to support Deaf education and to be a home for Irish Sign language users.

Within NDVSLC there is a trading arm, “*Inspire Fitness Centre*” that operates a gym and leisure facilities including a swimming pool and various recreational facilities to the local community in Cabra, Dublin, as well as to the wider Deaf community.

NDVSLC has a turnover in the region of €2 million per annum and assets of €8 million euro, all with the long-term aim of providing an annual surplus to allow appropriate re-investment into the Deaf Village Ireland campus.

### JOB PURPOSE

The Executive Officer will take overall responsibility and accountability for the performance of the NDVSLC and its future strategic direction. A vital part of the role will be to ensure that the company can demonstrate excellent governance and compliance to its parent company, Reach Deaf Services, as well as to the Charity Regulator.

As well as reporting to the board of directors, the Executive Officer will be expected to develop a close and effective working relationship with the chairperson of the board.

### LEADERSHIP

The post-holder will provide leadership in the following key areas.

1. **Strategy, Development and Management:** ensure compliance with legislation and best practice across all departments and elements of the company; finalise and deliver a three-year strategic plan; develop commercial plans and forge new partnerships to deliver sustainable growth and new revenue streams; set performance benchmarks for reviewing commercial progress; and manage and monitor service level agreements with any third parties and stakeholders.
2. **Financial Management:** manage and monitor all aspects of NDVSLC's finances, budgets and resources to ensure financial stability.
3. **Performance Management:** support the board and management team in meeting performance and quality assurance targets, including development of health and safety and risk management systems, as well as operational systems, processes, and policies.
4. **Employee Management:** manage and increase the effectiveness of all functions as well as communication and co-ordination between each; lead and motivate staff and management to deliver the highest standards of performance; work to attract and retain good staff and managers; maintain a positive and flexible working environment and ensure compliance with employment law.
5. **Partnership:** develop strong and effective working relationships with DVI, Reach Deaf Services and other stakeholders.
6. **Corporate Governance:** work with the NDVSLC board and parent company board to provide relevant and timely performance reports to ensure effective leadership, direction and decision-making; implement board decisions and report on outcomes; and support the board and other boards in their own learning, training and development.

#### **SUMMARY OF OTHER DUTIES**

- To undertake any training and development as required by NDVSLC Ltd
- To undertake learning Irish Sign Language (to a specified level of competence)
- To maintain confidentiality and discretion in respect of NDVSLC Ltd.'s operation of its business affairs
- To achieve and provide the highest possible standards in customer care
- To work outside normal hours of work, as and when required, by agreement
- To undertake any other duties, which may fall within the nature, scope, and skill levels of the post

**MEASUREMENT:** Objectives and targets will be agreed and formally reviewed on a regular basis as part of the NDVSLC Ltd appraisal process.

**CONFIDENTIALITY:** All information concerning the company business, employees and customers must always be treated with the strictest confidentiality.

#### **KEY SKILLS & EXPERIENCE**

- Strong track record in delivery of good governance and compliance with regulatory requirements
- Commercial growth - strong commercial background with a proven track record of driving increased profitability in a dynamic environment. Responsibility for maintaining and generating future revenue streams
- Demonstrated leadership and vision in managing staff groups
- Excellent planning & organisational skills with a proven ability to design and implement robust business processes
- Excellent analytical skills and the ability to synthesise complex information from diverse sources into coherent clearly written reports
- Excellent communication skills with the ability to identify, address and resolve problems
- An understanding of the key risks facing the business and the industry sector
- Ability to think strategically and critically to develop strategic plans
- A collaborative management style, excellent people manager who delegates responsibilities effectively
- Advanced interpersonal and influencing skills
- Comfortable working in a diverse environment

#### **KNOWLEDGE (EDUCATION & RELATED EXPERIENCE)**

- More than five years of management experience with a commercial background
- Knowledge and experience in organisational effectiveness, operations management, project management and implementing best practices
- Relevant third level qualification
- Understanding of the application of relevant legislation
- Strong experience and skills to manage large-scale budgets effectively

**NOTE:** This Job Description summarises the major responsibilities of the post. It is not intended to exclude other activities, nor future changes to the post holder's responsibilities.

**SALARY:** Salary for the position will be commensurate with the experience of the successful candidate.

**HOURS AND LOCATION:** Full time, but open to discussing flexible arrangements. subject to substantial weekly attendance in the NDVSLC offices in Cabra.

*For further information and a confidential discussion on this Executive Officer role, please apply by sending both a CV and covering letter or, a short video in Irish Sign Language by email or file transfer to [elaine.scilley@osborne.ie](mailto:elaine.scilley@osborne.ie) .*

**Deadline for applications is 12pm on Wednesday, February 14th, 2024.**

*1st round interviews are anticipated to take place week commencing February 26th 2024.*