

Briefing Prospectus

for the position of
Chief Executive Officer

THE GORTA GROUP



The Gorta Group
(trading as Self Help Africa)

Kingsbridge House,
17–22 Parkgate Street,
Dublin 8, D08 NRP2

<https://selfhelpafrica.org>

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About The Gorta Group

The Gorta Group is comprised of Self Help Africa, United Purpose, and social enterprises Partner Africa, TruTrade and CUMO Microfinance (Malawi).

In late 2021, Self Help Africa (SHA) and United Purpose (UP) merged. The two organisations – SHA headquartered in Ireland and UP in Wales – implement projects to end extreme hunger and poverty.

This merger doubled our size and reach and means that in 2022 we are implementing poverty eradication projects in 17 countries, mainly in sub-Saharan Africa but also Bangladesh and Brazil. Collectively, we are also part of a group that includes social enterprise subsidiaries Partner Africa, TruTrade and CUMO Microfinance (Malawi).

In 2022, our work will reach more than six million people and see investment upwards of €45m in more than 100 development programmes designed to improve food systems, facilitate access to markets and financial services, combat climate change, gender inequality, and improve access to clean water, sanitation, and hygiene.

In addition, TruTrade supports market access for small-holder farmers in the agricultural value-chain; Partner Africa provides ethical auditing and consultancy services across more than 40 countries in sub-Saharan Africa and the Middle East; and CUMO works to support communities in microfinance in Malawi. Self Help Africa is also the lead agency in the delivery of a schools national Development Education programme on behalf of the Irish government, WorldWise Global Schools.

This is an exciting time to join the group and lead the organisation as we undergo transformation and finalise our new five-year global strategy (2023 – 2027) to realise our ambition.

Further information is available within the website: <https://selfhelpafrica.org>



The Position

Job Title:	Chief Executive Officer (<i>CEO</i>)
Location:	The Gorta Group Kingsbridge House, 17–22 Parkgate Street, Dublin 8, D08 NRP2
Reports to:	Chair of the Board Board of Directors
The Board:	Carmel Fox (<i>Chair</i>) Joe Healy Pat Murphy Jim Kinsella Kalongo Chitengi Geoff Meagher Hadi Hasani Jim Galvin Sheila Walsh Catherine Fizgibbon Martin Ryan
Internal Relationships:	Chair & Board of Directors Board Sub-committee Chairs & Members Management Team Regional Directors Head of Departments Subsidiary Companies
External Relationships:	Targeted beneficiary populations Institutional and private donors e.g. Irish Aid, EU, USAID and FCDO Programme partner organisations



Governance

As a charity, The Gorta Group has no shareholders. Members effectively fill the role of shareholders. Members are supporters of the organisation, believe in its mission and vision and are prepared to get involved on a voluntary basis to support the organisation.

The members elect directors and the board is accountable to the members at its Annual General Meeting (AGM). A director must be a member. Our management team supports the board in the achievement of its objectives and are accountable to the board.

The Gorta Group is fully compliant with the Irish Development NGOs' Code of Corporate Governance developed by the Corporate Governance Association of Ireland in partnership with Dóchas.

The Board

The Board of The Gorta Group is a skills-based Board. It is elected from the membership at its annual general meeting. The maximum number of Board members is twelve. To ensure good board renewal, each year one third of the directors shall retire by rotation. The maximum term limit for any director is nine years.

The Board can co-opt members of the organisation when necessary to maintain a full complement of Directors, co-opted Directors will then stand for election at the next annual general meeting.

The Board of Directors is responsible for the strategy of The Gorta Group, approving budgets, major policies, monitoring performance, reviewing and ensuring management proposals are actioned.

The Board has five standing committees:

- Audit, Finance & Risk Committee
- Nominations Committee
- Fundraising, Communications & Advocacy Committee
- Remuneration Committee
- Programmes Committee



Role Purpose

The CEO has ultimate responsibility for the strategic direction and day to day operational leadership of the organisation. The CEO's primary responsibility is to create, communicate and execute the vision, mission and overall direction of the organisation.

Reporting to the Chairperson of the Board and the Board of Directors, the CEO will report on governance, strategic and operational objectives. The CEO will provide effective leadership and direction to the senior management team to ensure the organisation continues to provide sustainable assistance to communities, small holder farmers and agriculture focused business enterprises in programme countries.

The CEO will actively work to strengthen and further develop external relationships with key stakeholders, funders and donors across the private, NGO and institutional donor sectors.



Principal Responsibilities

Governance

- Assist the Board of Directors to deliver effectively on the organisation's mission and strategic plan.
- Ensure best practice in governance.
- Establish and administer effective reporting procedures to enable the Board to review implementation of the strategic plan, and the organisation's performance, direction, and impact.
- Monitor impact evaluations to ensure the organisation remains effective in delivering impactful and sustainable programmes to communities, alerting the Chairperson to any gaps and suggesting appropriate action.
- Ensure Board members receive all the necessary information (financial, field work and fundraising) to enable them to comply with governance requirements.
- Ensure that the Board is fully appraised in a timely manner of any material financial or reputational risks or exposures in any dealings, contracts, projects, agreements or arrangements/commitments that the organisation may be considering entering in to.
- Ensure that the Board and the Audit, Finance & Risk Committee (AFRC) approved risk register is actively managed and assessed.

Strategy

- Implement and monitor progress against the strategic plan.
- Ensure that the plan is cascaded throughout the organisation and that plans for its delivery are in place.
- Establish project plans, budgets, and priorities for each financial year, ensuring that there are sufficient and appropriate resources across the organisation to meet these agreed objectives.
- Ensure mid-term evaluation of the strategic plan is undertaken and then revise as necessary.

Leadership

- Be responsible for creating and maintaining a healthy, inclusive culture across the entire organisation.
- Be responsible for the recruitment and management of the senior management team.
- Lead, manage and motivate the organisation's staff to consistently deliver outputs to agreed standards within budgets.



- Drive alignment across the organisation by sharing a clear vision of collective success.
- Ensure consistent communication so all team members feel well informed, engaged and inspired to deliver the strategic objectives and organisational priorities.
- Represent the organisation to our members, externally and be a strong voice in advocating for our work and the communities that we serve.

Management

- Ensure the organisation's financial stability and sustainability through strong financial and audit management oversight.
- Ensure that the reserves position is closely monitored and that adequate reserves are held.
- With the Finance Director (FD) develop, monitor and manage the organisation's investment policies to ensure maximum returns.
- Lead the management team to effectively manage the annual budget.
- Ensure that the Gorta Group has an effective risk assessment policy and appropriate insurance cover to protect the organisation.
- Ensure the programme work is in accordance with the strategic plan and aligned with the organisation's mission.
- With the Programmes Director (PD) ensure delivery of high quality impactful programmes on time and within budget.
- Develop partnerships with local and international NGOs and governments in programme countries.
- Develop effective working relationships with relevant bodies to raise the profile and further the operations and impact of the organisation.
- Maintain effective networks and oversee good relationships with all of the organisation's principal supporters, stakeholders and donors.
- Support fundraising and participate at events and seminars to establish and secure relationships.
- Work with the management team to implement a results focused performance management framework, with measurable goals in place across the organisation.
- Ensure that all reporting, both internal and external, is of a high standard, accurate and delivered on time.
- Ensure activities across the organisation respect the aims of the Equality and Diversity Policy.



The post-holder may be required from time to time to perform other duties as deemed reasonable and necessary by The Gorta Group. The post-holder may also be required from time to time to work or attend training/meetings at another location and travel internationally. As much notice as is reasonably practicable will be given of any such requirement/ change. The CEO will manage time proactively and effectively.

Person Specification

Experience

- Knowledge and experience of leading or having a senior management role in an NGO, ideally an international development agency.
- Successful track record of developing, growing and/or consolidating an organisation and delivering the objectives of a strategic plan.
- Excellent grasp of key development issues facing communities and governments in our programme locations and understanding and appreciating the role of the private sector in achieving our aims.
- Clarity of vision on the role we as an NGO can play in supporting and addressing critical global challenges such as climate change and economic turmoil.
- Flexibility and the ability to work in a multi-cultural team.
- Commitment to working with a values-based organisation.
- Self-motivated with excellent interpersonal and communication skills.
- Experience of structural change and capacity to implement change plans.
- Excellent management and people skills.
- Ability to work under pressure.

Competencies

- Deliver impact for communities.
- Lead people by role modelling our values.
- Drive results by working through others.
- Think strategically.
- Adapt and lead change.
- Collaborate and influence.
- Develop organisational capability.



Desirable Skills

- Build strong, open relations with the board of directors, staff, and external stakeholders.
- Be willing to make bold and decisive decisions based on data and logic.
- Reinforce the organisation's performance approach in everyday management and decision making.
- Lead by example, not only within the organisation, but externally also.

Other Information

All candidates offered a job with The Gorta Group will be expected to sign our Safeguarding Policies and Code of Conduct as an appendix to their contract of employment and agree to conduct themselves in accordance with the provisions of these documents. Specific roles may require Police/DBS/ [relevant police authority] vetting.

Equal Opportunity

The Gorta Group strives to be an equal opportunities employer and welcomes applications from all sections of the community.

Candidates for this post will be sourced through both an advertised selection and executive search process.



Terms & Conditions

Term/Contract:	Permanent, Full Time
Hours:	37.5 hours per week
Fixed Basic Salary:	Commensurate with experience
Pension:	A Defined Contribution pension with a 6.5% employer contribution and a minimum 2% employee contribution.
Life Assurance:	Four times salary
Income Protection:	Two thirds of salary
Sick Pay:	Entitlement to sick pay from commencement of employment with level of entitlement increasing with length of service.
Health plan:	Laya Simply Connect Plus Plan.
Annual Leave:	26 days annual leave
Maternity/Adoptive Leave:	Three months full pay for staff with more than 12 months of service.
Paternity Leave:	Two weeks full pay for staff with more than 12 months of service.
Employee Assistance Programme (EAP):	Access to the Group EAP which includes six counselling sessions per annum.
Education Support:	Fee support for job relevant courses, plus exam and study leave.
Professional Memberships:	Paid membership of professional bodies required for the role.



Flexible/Working from Home:

Flexible hours and working from home options are available. The role is based in Dublin and the standard working from home arrangements are offered to employees on a minimum of two days in the office per week. Given the nature of this role, it will require a significant presence on site as required and flexibility outside of normal working hours.

Candidates should note that any offer of employment will be made subject to satisfactory reference checks, Garda/police vetting as well as any other background checks or assessments considered appropriate to the process.



To Apply

Candidates should write via email, in strictest confidence, to our retained search partners, **Principal Connections – executive search**, stating how they meet the above requirements and enclosing a detailed Curriculum Vitae for the attention of:

Eilish Devine, Practice Leader

Principal Connections – executive search

8 Claremont Road, Sandymount, Dublin 4, D04XY86, Ireland

apply@principalconnections.ie

+353 (0)1 703 88 88

Principal Connections is Ireland's leading retained executive search and leadership consulting firm, and is part of Agilium Worldwide LLC, ranked one of the world's top executive search groups.

For further information please visit www.principalconnections.ie



Appendix I



CHIEF EXECUTIVE OFFICER

The Gorta Group, is dedicated to alleviating the suffering of the world's poorest people. The organisation currently works in 17 countries, mainly in sub-Saharan Africa but also Bangladesh and Brazil. The group comprises of Self Help Africa, United Purpose, and social enterprises Partner Africa, TruTrade and CUMO Microfinance (Malawi) – organisations that work across the developing world, reducing poverty and suffering through innovation and enterprise.

THE POSITION

Reporting to the Chairperson and the Board of Directors, the Chief Executive Officer (CEO) has ultimate responsibility for the strategic direction and day to day operational leadership of the organisation. Their primary responsibility is to create, communicate and execute the vision, mission and overall direction of the Gorta Group.

The CEO will provide effective leadership and direction to the senior management team to ensure the organisation continues to provide sustainable assistance to communities, small holder farmers and agriculture focused business enterprises in programme countries. Furthermore, they will actively work to strengthen and solidify external relationships with key stakeholders, funders and donors across the private, NGO and institutional donor sectors.

This is an exciting time to join the group and lead the organisation as it undergoes transformation and finalises its new five-year global strategy (2023 – 2027) to realise its ambition.



REQUIREMENTS

The successful candidate will have experience of leading or having a senior management role, ideally in an international development agency. The CEO will have strong leadership and strategic capabilities and a proven track record of developing, growing and/or consolidating an organisation. With an in-depth understanding of accounting principles as well as risk, compliance, and regulatory requirements, candidates will have accomplished presentation and people skills. A commitment to the mission, vision and values of The Gorta Group is an essential requirement. Flexibility to travel internationally is a prerequisite.

REMUNERATION

A competitive remuneration and benefits package will be on offer to the successful candidate.

HOW TO APPLY

If you believe that you meet the requirements necessary to take on this important role, please submit a comprehensive Curriculum Vitae via the available '**Apply Option**' in strictest confidence, for the attention of **Eilish Devine, Practice Leader**, of our retained executive search partners, Principal Connections - executive search **on or before 12 noon on Friday 22nd of October 2022.**

For a confidential discussion please contact +353 (0)1 703 88 88.

The Gorta Group strives to be an equal opportunities employer.

Candidates for this post will be sourced through both an advertised selection and executive search process.

Please note that any offer of employment will be made subject to satisfactory reference checks as well as any other background checks or assessments considered appropriate to the process.

Principal Connections – executive search is Ireland's leading retained executive search and board advisory firms, and is part of Agilium Worldwide LLC, ranked one of the world's top global executive search groups.

Visit us at www.principalconnections.ie

