



Job opportunity with CMH: I - Operations Executive

The Church's Ministry of Healing: Ireland is a Church of Ireland charity dedicated to bringing Christ's healing and wholeness to all. This year marks the 90th anniversary of the start of this ministry in Ireland. More information can be found on its website ministryofhealing.ie and on Facebook.

The Board recently completed work on its strategic development plan. It is now increasing momentum and wants to recruit an experienced Operations Executive to lead in implementing the strategy.

Salary: circa €40,000 - €50,000 per annum full-time, depending on experience (pro rata to hours)

Hours: Part Time - 3 days/ 21 hours per week (flexible subject to attending specific events)

Location: Dublin based with travel nationwide as needed. Hybrid working possible.

Contract: 2 year fixed term with 6 month probationary period.

Start Date: Immediate

Holidays: 21 days per annum pro rata

Reports to: Chairperson Board of Directors/Trustees

Job Purpose

Responsible for the overall operational running of the charity, meeting charity and company regulations and leading implementation of the Board's strategy and initiatives.

The ideal candidate will be a proactive person who has experience of running a similar sized organisation. They should have good communication and interpersonal skills. They will have an interest in the charity sector, being particularly sympathetic to the faith-based ethos and beliefs of the Church of Ireland. They will want to use their skills to influence change.

Roles and Responsibilities

- manage the charity operations, including line management of the Ministry Facilitator and liaising with the treasurer

- act as Company Secretary, ensuring good corporate governance and compliance with charity regulations and with the requirements of the UK Companies Office, and providing administrative support to the Board

- implement the Strategy including development, implementation and monitoring plans

- manage the communications and profile of the Church's Ministry of Healing: Ireland

- lead on development of grant applications and fundraising as required

- represent the Church's Ministry of Healing: Ireland with diocesan and parish personnel and health agencies
- organise training and CPD for Prayer Ministers

Qualification and Skills

- educated to third level in a relevant discipline
- proven experience in the charity sector with a good understanding of all relevant governance requirements
- ability to work with multiple stakeholders and provide leadership and clarity on organisational goals
- excellent interpersonal skills
- the ability to build effective working relationships and work as part of a team
- experience of running a similar sized organisation desirable

Application Details

Applications should be emailed to cmhirecruitment2022@gmail.com and include a maximum 2 page CV and cover letter outlining your particular suitability to the role.

Closing date for applications is Tuesday 3rd May 2022. Interviews are planned for Thursday 12th May 2022.

Note the successful candidate will be required to complete a Garda vetting application form.

The Church's Ministry of Healing: Ireland is an equal opportunities employer.