

Chief Executive Officer (5 year fixed term contract)

Disabled Drivers Association of Ireland

Location: Ballindine, County Mayo (national travel required)

Contract: Full time, five-year fixed term

Salary: €90,000 to €110,000 (DOE)

Reporting to: Board of Trustees, through the Chairperson

Job Summary

As part of a planned succession process, the Disabled Drivers Association of Ireland is now seeking an experienced Chief Executive Officer to lead the organisation into its next phase of growth. The Chief Executive Officer of the Disabled Drivers Association of Ireland is responsible for leading the organisation and supporting the Board of Trustees in the delivery of its functions. The role exists to promote independence and equal opportunity for disabled people through mobility, education, and training.

The Chief Executive Officer provides strategic leadership and operational management of the Association, leads the Senior Management Team, and ensures that the Board of Trustees is appropriately supported in fulfilling its governance and oversight responsibilities.

The role is primarily based in Ballindine, County Mayo, with regular travel throughout Ireland.

Main Duties and Responsibilities

Lead the operations of the Association in line with the strategic and policy direction set by the Board of Trustees.

Lead and develop the Senior Management Team and foster a positive, inclusive working environment. Develop, in consultation with colleagues, members, and Trustees, a strategic plan and annual budget for Board approval.

Oversee the implementation of the approved strategic plan within the agreed budget.

Ensure compliance with the Association's constitution, governance standards, and all relevant legislation.

Manage the Association's resources prudently, including financial planning, controls, and reporting.

Advocate for the rights and needs of disabled drivers and passengers.

Represent the Association at national and local level, including in relation to key Government schemes.

Represent the Association at external events and in print and broadcast media.

Maintain awareness of risks and changes in the external environment.

Build and maintain an effective working relationship with the Chairperson and Board of Trustees.

Provide regular reports to the Board and attend Board and sub-committee meetings.

Establish mechanisms to listen to members and beneficiaries and develop new initiatives in response.

Identify and pursue funding opportunities and social enterprise activity.

Support Trustees in relation to decisions concerning assets and reserves.

Information About the Organisation

The Disabled Drivers Association of Ireland is a national organisation working for disabled people. It is a company limited by guarantee and a registered charity regulated by the Charities Regulator.

The members of the Association are people with disabilities. Trustees are elected from the membership. The Chief Executive Officer reports to the Board of Trustees, attends quarterly Board meetings, and reports formally to the membership at the Annual General Meeting.

The Person

The successful candidate will demonstrate integrity, strong governance awareness, senior leadership capability, strategic thinking, financial acumen, and excellent communication skills. An understanding of disability issues and the not-for-profit sector is essential.

Essential Requirements

Senior management experience in the charitable, voluntary, community, public, and/or not-for-profit related sector.

Experience of working with a Board or governing body in a regulated environment.

Strong knowledge of charity governance, compliance, and accountability.

Proven experience in financial management and reporting.

Excellent communication and stakeholder engagement skills.

Understanding of disability rights and issues, equality legislation, and inclusive practice.

Desirable Requirements

Experience in a national advocacy organisation or disability focused organisation.

Experience engaging with Government departments or statutory bodies.

Terms of the Role

Five-year fixed-term appointment.

Based in Ballindine, County Mayo.

Any potential conflicts of interest must be declared.

Remuneration

A remuneration package will be offered commensurate with the responsibilities of the role and the scale of the organisation.

Additional Benefits

Defined contribution pension scheme with employer contribution of 10 per cent.

Death in Service cover.

Travel expenses in line with Revenue guidelines.

Application Process

Applicants should submit a curriculum vitae and a cover letter outlining their suitability for the role to hr@ddai.ie.

The closing date for applications is **5pm on Monday 23rd February 2026**.

Following a shortlisting process, in person interviews will take place on Friday 6th March 2026.

The Association is committed to equal opportunity under the Employment Equality Acts.

Please note canvassing will disqualify.