

July 2026



AIIHPC

All Ireland Institute of
Hospice and Palliative Care



CANDIDATE BRIEFING DOCUMENT FOR THE POSITION OF **CHIEF EXECUTIVE OFFICER**.

AIHPC

ORGANISATION OVERVIEW

The All Ireland Institute of Hospice and Palliative Care (AIHPC) is the palliative sector's Institute on the island of Ireland. Established in 2010, AIHPC brings together a unique collaborative network of hospices, healthcare organisations, universities, charities and public bodies committed to improving palliative care outcomes for people with life-limiting illness and those important to them.

AIHPC's vision is that **excellent palliative care is available for everyone at the right time and place across the island of Ireland**. Through its all island membership and partnership model, AIHPC works to advance research, education, practice, policy, public engagement and service user involvement, helping to ensure that palliative care is evidence informed, person centred and accessible to all who need it.

The Institute serves as a trusted convenor, bringing together expertise from across health and social care, academia, government and the voluntary sector to address shared challenges and opportunities. Through national and crossborder collaboration, AIHPC supports innovation, influences policy and practice, and strengthens the capacity of individuals, organisations and systems to deliver high quality palliative care.

Today, AIHPC supports a network of 27 member organisations and works closely with government departments, statutory agencies, researchers, practitioners, service users and communities across the Republic of Ireland and Northern Ireland. The Institute is recognised nationally and internationally for its leadership in collaborative working and its contribution to advancing palliative care research, education, practice and policy.





AIHPC

All Ireland Institute of
Hospice and Palliative Care



Chief Executive Officer, All Ireland Institute of Hospice and Palliative Care (AIHPC)

THE ORGANISATION

The All Ireland Institute of Hospice and Palliative Care (AIHPC) is the palliative sector's Institute on the island of Ireland. Established in 2010, it brings together a unique collaborative network of 27 hospices, health and social care organisations, universities, charities and public bodies across the Republic of Ireland and Northern Ireland. AIHPC's vision is that excellent palliative care is available for everyone, at the right time and place across the island of Ireland. It works across research, education, practice, policy, public engagement and service-user involvement to ensure palliative care is evidence-informed, person-centred and accessible to all who need it. The Board of AIHPC now wishes to appoint an exceptional Chief Executive Officer to provide strategic, organisational and operational leadership to the Institute.

THE ROLE

Reporting to the Chair and Board, the CEO will be responsible for overseeing all aspects of AIHPC's operations, including strategic leadership, financial management, stakeholder engagement, and staff development. The CEO will be a visible and influential leader for hospice and palliative care, representing

AIHPC at national, all-island and international levels. You will build and sustain strategic partnerships with member organisations, government departments, statutory agencies, health and social care providers, academic institutions, funders and community stakeholders to maximise collective impact.

THE PERSON

The successful candidate will be an inspirational and visionary leader with a genuine commitment to AIHPC's mission and values. You possess significant senior management experience, ideally within a health, social care, education, research, public or voluntary sector and have a proven track record of delivering organisational growth and impact. You will bring proven experience of building strategic partnerships, working collaboratively across organisations, sectors and/or jurisdictions, and influencing policy, strategy or system change. Strategic expertise is matched by strong commercial acumen, a proven track record in financial management and income generation capability are all critical. Above all, you will be deeply committed to AIHPC's values and mission, and to advancing hospice and palliative care across the island of Ireland.

To Apply:

Lansdowne Executive Search has been retained by AIHPC to manage this recruitment process.

Further information, including details on how to apply, is available on www.aiihpc.org

If you feel you would benefit from a confidential discussion about this opportunity, please contact:

Seán McDonagh, Partner, Lansdowne Executive Search. Email: sean.mcdonagh@lansdownesearch.ie

For a confidential discussion, please contact Seán at +353 (0)87 796 1062.

Closing date for applications is Wednesday 23rd September 2026.

Candidates for this role will be sourced through both advertising and executive search processes.

AIHPC is an equal opportunities employer.



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AIHPC

THE ROLE

Post Title:	Chief Executive Officer
Location:	Our Lady's Hospice & Care Services, Harold's Cross, Dublin D6W EV82
Reports to:	Chair of AIHPC's Board and the AIHPC Board

PURPOSE OF THE ROLE

The CEO provides strategic, organisational and operational leadership to the All Ireland Institute of Hospice and Palliative Care (AIHPC). Working closely with the Board, Council of Members, staff team, funders and key stakeholders, the CEO will lead the delivery of AIHPC's vision that excellent palliative care is available for everyone at the right time and place across the island of Ireland. The CEO will champion collaboration across health, social care, academic, community and voluntary sectors, ensuring that AIHPC remains a trusted leader in palliative care research, education and practice, policy, public engagement and service-user involvement. The CEO will drive organisational sustainability, strengthen member engagement, develop strategic partnerships and position AIHPC as a leading voice for palliative care nationally and internationally.

KEY RESPONSIBILITIES

- Lead the strategic direction and development of AIHPC, ensuring the successful delivery of its Strategic Plan and positioning the organisation to respond to emerging opportunities, challenges and policy developments at both a national and all island level.
- Provide visible and influential leadership for hospice and palliative care, representing AIHPC at national, all island and international levels and acting as a trusted voice across policy, practice, research and education.
- Build and sustain high-impact partnerships with member organisations, government departments, statutory agencies, healthcare providers, academic institutions, funders and community stakeholders to advance shared goals and maximise collective impact.

- Drive organisational sustainability and growth, securing and diversifying income streams, strengthening funding partnerships and ensuring resources are aligned to strategic priorities.
- Lead the delivery of AIHPC's programmes, services and initiatives, ensuring excellence, innovation and measurable impact across research, education, practice, policy, engagement and public awareness activities.
- Act as principal spokesperson for AIHPC, enhancing the organisation's profile, reputation and influence through effective communications, stakeholder engagement and media relations.
- Support and enable excellent governance, working closely with the Chair, Board and Council of Members to ensure effective leadership, accountability, compliance and organisational performance.
- Lead, inspire and develop a high-performing team, fostering a culture of collaboration, innovation, inclusion and continuous improvement.
- Ensure effective management of organisational resources, including financial, human resources and technological assets, while maintaining robust risk management and governance systems.
- Champion the values and mission of AIHPC, ensuring that collaboration, partnership and the voices of people with lived experience remain central to the organisation's work.



KEY AREAS OF RESPONSIBILITY

1. STRATEGIC LEADERSHIP AND ORGANISATIONAL DEVELOPMENT

- To ensure that the Board has at its disposal sufficient resources, guidance and professional advice on matters concerning compliance with its governing instrument, the law and the need to remain solvent.
- To liaise with the Chairperson, Committees and Board, to attend Board meetings and Committee meetings and to provide regular reports and draw attention to matters that need a decision, as appropriate.
- Act as the primary guardian of our Section 39 Service Level Agreement. Ensuring the organisation strictly adheres to all HSE compliance, reporting, and financial governance requirements associated with statutory funding.

2. EXTERNAL RELATIONS, INFLUENCE AND ADVOCACY

- Position AllHPC as a recognised leader in hospice and palliative care across the island of Ireland and internationally, enhancing the organisation's profile, reputation and influence.
- Build and maintain strategic relationships with member organisations, government departments, statutory agencies, healthcare providers, academic institutions, funders and key partners.
- Act as a leading voice for hospice and palliative care, influencing policy development, implementation and system change through evidence informed advocacy, stakeholder engagement and strategic leadership.
- Lead AllHPC's engagement with key policy and decision making bodies across the island of Ireland, including government departments, statutory agencies, elected representatives and all island structures, ensuring the organisation contributes to and influences health and social care policy and service development.
- Represent AllHPC at national, all island and international forums, advisory groups, conferences and media engagements, acting as the organisation's principal

ambassador and promoting its vision, priorities and impact.

- Develop and maintain strategic relationships with national and international hospice and palliative care organisations, networks and thought leaders to promote collaboration, innovation and the exchange of knowledge and best practice.
- Champion cross-sector and cross-border collaboration to advance research, education, practice, public engagement and service improvement.
- Lead strategic communications and public affairs activity, ensuring consistent and impactful engagement with stakeholders, policymakers, funders and the public.

3. MEMBERSHIP, PARTNERSHIP AND COLLABORATION

- Strengthen engagement with AllHPC's member organisations, ensuring members derive value from their involvement and remain actively engaged in shaping and advancing the organisation's strategic priorities.
- Support the effective operation of the Council of Members and its committees, fostering strong governance, collaboration and shared ownership of AllHPC's mission and objectives.
- Leverage AllHPC's membership and collaborative networks to foster partnership working, knowledge exchange and collective action across the island of Ireland.
- Promote and facilitate collaboration across organisations, disciplines and jurisdictions, leveraging AllHPC's unique all island network to maximise collective impact and drive system-wide improvement.
- Foster a culture of partnership and knowledge exchange, supporting the sharing of expertise, innovation and best practice across AllHPC's networks and programmes.
- Champion the meaningful involvement of people with lived experience in shaping organisational priorities, policy and programme development.

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4. GOVERNANCE, RISK AND ORGANISATIONAL PERFORMANCE

- Work closely with the Chair, Board, Board Sub-Committee's and the Council of Members to support effective governance, strategic oversight and organisational accountability.
- Ensure compliance with all legal, regulatory, contractual and governance requirements, including obligations to the Charities Regulator, Companies Registration Office (CRO), Revenue Commissioners and funding bodies including the HSE and Health Research Board.
- Maintain effective governance, risk management and internal control frameworks, ensuring strategic, operational, financial and reputational risks are identified, monitored and managed.
- Ensure effective monitoring, evaluation and reporting systems are in place to measure organisational effectiveness, impact and delivery against strategic objectives.
- Provide timely, accurate and insightful reporting and advice to the Board, Board Committees, Council of Members and funders to support informed decision making and accountability.
- Promote high standards of accountability, transparency and organisational effectiveness across all aspects of AIHPC's work.

5. FINANCIAL SUSTAINABILITY AND RESOURCE MANAGEMENT

- Lead the financial management of AIHPC, ensuring the organisation's longterm sustainability and capacity to deliver its strategic objectives.
- Strengthen existing funding relationships and secure new income opportunities to support organisational growth, resilience and impact.
- Oversee the development and management of budgets, financial plans and organisational resources, ensuring the effective deployment of financial, human resources and technological capacity to deliver AIHPC's strategic objectives and maximise organisational impact.

- Work closely with the Finance and HR Committee, Board and financial advisors to ensure robust financial planning, monitoring, reporting and oversight.
- Promote the highest standards of financial accountability, transparency, ensuring value for money and effective governance of organisational resources.

6. PEOPLE LEADERSHIP AND ORGANISATIONAL CULTURE

- Lead, inspire and develop a high-performing and values-driven team, fostering a culture of collaboration, innovation, accountability and continuous improvement.
- Lead and support the Senior Management Team, ensuring effective organisational leadership, crossfunctional collaboration and delivery of strategic objectives.
- Provide leadership, support and performance management to direct reports, ensuring clarity of roles, objectives and accountability across the organisation.
- Promote staff engagement, wellbeing and professional development, creating an inclusive and supportive working environment where people can thrive.
- Ensure effective workforce planning, succession planning and talent development to support the organisation's longterm sustainability and strategic ambitions.
- Lead the recruitment, retention and development of staff, ensuring AIHPC has the skills, capacity and capability required to deliver its strategic objectives.
- Foster a positive organisational culture that reflects AIHPC's values and supports impactful collaboration, learning and innovation.

To perform such other duties appropriate to the post as may be assigned from time to time by the Board of AIHPC.

PERSON SPECIFICATION

FACTORS	ESSENTIAL	DESIRABLE (may be used for shortlisting)
Experience	1. Significant senior leadership experience in the health, social care, education, research, public or voluntary sector. 2. Experience leading organisational strategy, change and performance improvement. 3. Experience working with Boards, Committees or equivalent governance structures. 4. Experience managing organisational finances, budgets and resources. 5. Experience securing and managing funding and developing strategic funding relationships. 6. Experience leading and developing high performing multidisciplinary teams. 7. Experience building strategic partnerships and working collaboratively across organisations, sectors and jurisdictions. 8. Experience influencing policy, strategy or system change at regional, national or all island level. 9. Experience delivering complex programmes, projects or initiatives involving multiple stakeholders.	• Experience working at a national, all island or international level. • Experience within a membership, network or collaborative organisation. • Knowledge of hospice and palliative care, health policy or public health. • Experience of working as CEO or Director.
Qualifications	Degree level qualification in a relevant discipline such as health, business, research or education related disciplines.	Postgraduate qualification in leadership, management, health, public policy, research, education or a related field.
Core competencies	• Strategic and visionary leader. • Strong relationship building and influencing skills. • Excellent communication and advocacy skills. • Political awareness and sound judgement. • Commitment to collaboration, partnership and stakeholder engagement. • Financial and commercial awareness. • Strong governance and risk management capability. • Ability to lead through complexity, ambiguity and change. • Commitment to AllHPC's values and mission.	
Transport	Hold a current full driving license and have access to a form of transport to allow them to undertake the functions of the post.	

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CONDITIONS OF APPOINTMENT

Working Base	This post is based in Dublin at the AIHPC Office, Education and Research Centre, Our Lady's Hospice & Care Services, Harold's Cross. The post- holder will be required to travel frequently within the Republic of Ireland and Northern Ireland and occasionally outside the island of Ireland, as required. It is envisaged that blended working arrangements will be agreed prior to appointment but there is an expectation of significant office attendance.
Salary Scale	€86,604 - €107,727 The successful candidate's salary will be calculated strictly on the number of years of relevant/ comparable experience, i.e. each year of relevant/ comparable experience will decide the point at which your salary will be between the 1st and last point of the pay scale above. The post holder is required to pay to the Institute any fees or other monies (other than inclusive salary) payable to or received by the post holder by virtue of the appointment or in respect of services, which the post holder is required by or under any enactment to perform.
Holidays	30 days per annum
Health	A candidate for and any person holding the post must be fully competent and capable of undertaking the duties attached to the post and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service. To satisfy the requirements as to health, the successful candidate, before being appointed, shall undergo a preemployment medical.
Contractual Hours	35 hours per week. Given the seniority of the post details of starting and finishing times may vary in accordance with Institute needs. There will be times when you will be required to work outside of the normal office hours. The post will be filled on a wholetime indefinite duration.
Superannuation	The Institute will make a 7% contribution towards a pension scheme and employee contributions are mandatory at a minimum rate of 7% of gross basic salary.

Probation: The person shall be on probation for a period of six months as may be determined by the Board of the Institute from time to time and shall cease to hold office at the end of the period of probation unless during such period the Board of the Institute certifies that the service in the office has been satisfactory.

Resignation: The post holder must give not less than three months' notice, in writing, of intention to resign from the post.

Expenses: All expenses incurred related to travel and other work related expenses will be reimbursed on a vouched basis as determined by the policies of the Institute.

Other terms and conditions will be in line with the policies of the Institute.

AIHPC is committed to treating its employees equally irrespective of race, religion, age, gender, sexual orientation, marital status, disability, family status and ethnic origin.



RECRUITMENT PROCESS

AllHPC has engaged Lansdowne Executive Search to manage the recruitment process for this position. Candidates for this role will be sought via two channels:

- (a) Lansdowne Executive Search's own search activities.
- (b) Digital Advertising on selected Industry Websites.

All applicants to Advertisements will receive an acknowledgement of their application and all will be assessed based on the criteria specified for the role. Applications will be via eMail only.

No original certificates or references should be submitted as any part of an application.

Following the completion of the Advertising and Search processes, a short-listing process will be utilised based on the information supplied on the completed C.V. and cover letter and, as appropriate, based on initial screening interviews by Lansdowne Executive Search.

Candidates selected from the short-listing process will be invited for an interview with AllHPC. It is likely that a small number will be called for second interview, in which case they may be asked to prepare a presentation in response to a possible case study or proposed business scenario.

As appropriate, shortlisted candidates may be required to undertake psychometric tests.



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APPLICATION PROCEDURE

Application Closing Date: **Wednesday 23rd Sept 2026.**

To pursue your interest please email a comprehensive Curriculum Vitae and supporting letter to:

Seán McDonagh, Partner

Lansdowne Executive Search Limited,

Email: sean.mcdonagh@lansdownesearch.ie

Or for a confidential discussion please call Seán on +353 87 796 1062.

PLEASE NOTE:

- Candidates must submit **ONE document in WORD format** containing CV and Application Letter together.
- The document must be TYPED. Handwritten forms will not be accepted.
- Please read the job specification (**Pages 4-6 of this Briefing Document**) which provides relevant information about the requirements of this post.
- AIHPC is an equal opportunities employer. Recruitment to posts within AIHPC is on the basis of merit as assessed during the recruitment process.
- Please note that omission of any or part of the requested application documentation or incorrect formatting, as set out below, will render the application incomplete.
- **Late or incomplete applications will not be considered.**

RECRUITMENT PROCESS TIMETABLE

Application Closing Date	23rd September 2026
Qualified Candidates presented to AIHPC for shortlisting	Early October 2026
First Stage Interviews (AIHPC)	Mid-October 2026
Final Stage Interviews (AIHPC)	Late October 2026
Offer extended to successful applicant	Early November 2026

For more information about AIHPC, please see www.aiihpc.org





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