**Job Description**

As Executive Director of IPRT, you will have responsibility to:

1. Lead the organisation in line with IPRT’s Strategic Plan;
2. Ensure the effective financial administration of IPRT, including being responsible for compliance with relevant accounting standards, company law obligations and the terms of funding bodies as relevant;
3. Ensure that IPRT achieves the highest possible standards across its activities and fulfils all relevant legal and governance obligations including but not limited to employment law and data protection;
4. Ensure the effective management and development of staff in order to fulfil the goals of the Strategic Plan;
5. Keep the IPRT Board fully informed and advised as to the activities, achievements and challenges of IPRT;
6. Develop and implement the sustainability strategy for IPRT and work to secure the financial stability and viability of the organisation;
7. Manage relationships with IPRT stakeholders;
8. To identify your own continuous professional development needs and those of staff members;
9. Carry out any other such work as appropriate in pursuit of IPRT’s objectives.

**Salary**

The salary for this post will be c. €70,000 per annum, depending on experience, based on a 35 hour week, with flexibility required.

**Duration of post**

The post will be offered on the basis of a fixed-term contract for 2 years, with a probationary period of six months.