

Irish Kidney Association: Senior Change Management Expert **(<https://www.activelink.ie/node/115388>)**



Exciting part time temporary fixed term contract opportunity for skilled communications expert with experience of charities or membership organisations.

About us

Founded in 1978, the IKA is passionate about and dedicated to meeting the needs of kidney patients, their families and carers. Kidney disease affects all age groups, both men and women. The reality of kidney disease is that it may impinge on many strands of a person's life including health, employment, education, social life and relationships, physical fitness and general well-being. As the only organisation representing the views of Irish kidney patients, the IKA continually lobbies on their behalf. By joining with other organisations, the IKA also helps in furthering the aims of all patients with chronic illness and improving their quality of life. The patient remains at the centre of the IKA — the patient's needs are paramount. We are a membership organisation driven by members.

Background

A key part of the IKA strategy is to promote improved governance. After a consultation process, the Board has decided to implement a new Board structure and member forum.

The purpose of this role is to lead on communicating this change and support the Board & CEO to achieve buy in from members.

About the Role

Contract type: Fixed term, temporary contract for 6 months, 3-4 days a week,

Location: Irish Kidney Association, Donor House, Block 43A, Park West, D12 P5V6.

Remote Working from Home will be considered.

Some travel within Ireland and to Donor house will be required.

Role title: Senior Change Management Expert

Role Purpose

Lead project to deliver major constitutional change co-ordinating various work packages to ensure proposed change is accepted and approved by members.

This person will work closely with the Board, CEO and National Volunteer and Organisation Development Manager.

Responsibilities

Develop and implement overall project plan covering the various different work packages required including timelines and relationship between different work packages.

Convene, participate and attend subgroup meetings (National Officers, CEO, National Volunteer and Org Development Manager, preparing minutes of meetings.

Plan and deliver the following work packages.

Work packages

1. Communications
2. Member Forum
3. Changes to constitution
4. Plan for new Board appointment process

These are detailed below.

Develop Comms resources. For example.

1. Complete analysis of stakeholder interest
2. Identify and record key influencers likely to participate.
3. Deliver key documents in simple English e.g. Frequently asked questions. (FAQ)
4. Keep FAQ updated.
5. Develop various communications letters as needed e.g. letters, emails.
6. Develop and deliver presentations needed.
7. Work with media team to deliver social media posts.
8. Develop articles for support magazine.
9. Provide written updates for Board.

Manage communications- for example

1. Be receptive to feedback and develop response, sourcing, developing & providing answers (e.g. update FAQ, make phone calls etc) or hold additional meetings as needed.
2. Develop and manage issue log for review at subgroup meetings.
3. Track progress at subgroup meetings.
4. Organise and hold member zoom meetings as needed
5. Organise and hold face to face meetings as needed.

Work package 2, Member forum.

1. Develop comms on the member forum.
2. Organise and execute nominations process to the member forum including recruitment of member's process.
3. Organise and co-facilitate three-member forum meetings.
4. Develop detailed schedule for three member forums which demonstrate importance and effectiveness of member forum.
5. Prepare reports for Board and support magazine on member forum.

Work Package 3, Change to constitution.

1. Work with legal expert to prepare updated constitution.
2. Prepare reports for Board and support magazine on member forum.
3. Develop a user-friendly guide for calling an EGM, (for internal office/director use)
4. Organise and issue formal statutory notice.
5. After investigation, ensure any counter resolutions brought to attention of subgroup
6. Develop compliant proxy form and process for issuing and receiving proxies.
7. Manage proxy receipt process including vote checking and counting (by mail or at branch meetings)
8. Organise EGM and voting management process at EGM.
9. Develop proposed approach to EGM.
10. Prepare user friendly note on proposed changes to the constitution.
11. Identify and ensure key supporters attend EGM or provide proxy vote.
12. Provide forecast vote as needed.
13. If approved by members submit constitution for approval to Charities regulator as necessary
14. Prepare user friendly written note with timelines of director nomination process for next AGM.

Work Package 4, Plan for new incoming Board (in consultation with National Officers)

1. Work with CEO and National Officer group to identify potential candidates
2. Take any actions necessary to ensure compliance with new procedures and charities governance code

3. Develop skills, geographical mix, requirements plan.
4. Develop alternative proposals as needed

Applicants should note that this list is not exhaustive and is subject to change as required and as appropriate.

The Candidate

Key Competencies needed

Core Competencies of all IKA Staff:

- Commitment to providing the highest levels of person centered quality service to patients and families
- Relating with respect and compassion
- Promoting diversity and equality
- Communicating effectively
- Resilience, positive outlook, openness to change
- Maintaining a safe and secure environment
- Promoting health and wellbeing
- Building working relationships in a friendly, collaborative manner
- Effective professional practice, planning, organising, and problem-solving.

Essential Requirements

- Group Facilitation skills
- Experience of developing and maintaining relationships with a wide range of people.
- Previous experience in working with volunteers or being a volunteer
- Ability to work to deadlines
- Comfortable using technology with a good knowledge of Microsoft Office applications,
- An effective team player with excellent listening skills and empathy.
- Keen attention to detail.
- Demonstrated problem solving skills and good leadership.
- Ability to work varied hours, including very occasional evening and weekend commitments. (Time off in lieu will be given)
- A 3rd level degree or evidence of further training and development
- Commitment to IKA's values and a working style which reflects these
- Understanding of charities governance & Charities Regulator requirements regarding company constitutions.

Desirable

- Experience working with Boards
- Experience with membership organisations
- Experience of or Understanding of kidney disease
- Previous experience of introducing constitutional change

Benefits to working with Irish Kidney Association:

- 23 days annual leave (pro rata)
- Opportunity for working from home
- Opportunity to make a positive difference to the kidney community by working on a high priority, high profile assignment
- Despite the IKA's high profile we are a small, friendly and sociable team who are looking forward to working with a new colleague who will help us safeguard the future of the IKA.

Salary: 45k for 3 days a week, depending on experience.

Recruitment Process

1. Submit your CV with a cover letter tailored to this position to recruitment@ika.ie (mailto:xxx@ika.ie). Please put "senior change management expert" in your email subject title.
2. Closing date for applications Sunday 11th of May

3. Applications reviewed and shortlist candidates will be called to interview.

IKA is an equal opportunities employer who is dedicated to building a diverse, inclusive, and authentic workplace, so if you're excited about this role but your experience doesn't align perfectly with every element in the job description, we encourage you to apply anyway. You may be just the right candidate to for this or other roles.

Region

Dublin 12 / Remote

Date Entered/Updated

1st May, 2025

Expiry Date

11th May, 2025

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