

East Coast Regional Drugs and Alcohol Task Force (ECRDATF)

Chairperson Job Specification

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| **Title of Position:** | Chairperson ECRDATF |
| **Area of Responsibility** | East Coast Regional Drugs and Alcohol Task Force – region covers (Wicklow and South County Dublin excluding Bray, Baltinglass, Blessington and Dun Laoghaire) |
| **Term of office** | Term of 3 years with a possibility of a second term, if requested |
| **Salary and Remuneration** | The position of Chairperson is a non-salaried post.  Out of pocket expenses will be paid for approved meetings attended by the Chairperson. Payment of these expenses is subject to Public financial regulations. |
| **Time Commitment** | It is estimated that a time commitment of 10-12 hours per month will be required for Chairperson duties. S/he must be able to give an assurance of the necessary time commitment to carry out the job. This will entail attending meetings of the Regional Drugs and Alcohol Task Force, working with the RDATF Co-ordinator, and attending national/regional meetings. |
| **Desirable Competencies** | It is desirable that the successful candidate has:   1. A strong background in business planning, and action plan implementation. 2. Experience of the role of Chairperson. 3. An interest and understanding of drugs and alcohol misuse. 4. A knowledge and experience of social inclusion issues and a partnership approach to problem solving. 5. The ability to bring together organisations and individuals from different sectors to work as a team. |
| **Role and Responsibilities** | The role of the Chairperson will be to:   1. Oversee the effective development of the Regional Drugs and Alcohol Task Force’s strategic plan and the implementation of an agreed work programme within a specified timeframe. 2. Taking responsibility for helping committee members to work well together in discussing and deciding issues relating to ECRDATF’s aims; 3. Acting as spokesperson and representing the ECRDATF, as appropriate; 4. Helping the ECRDATF to develop policies and priorities and ensuring that it continues to operate to these; this may involve annual planning days 5. Helping to resolve conflict at ECRDATF and, where needed, at project level 6. Making emergency decisions between meetings, where necessary, in accordance with procedures agreed by the ECRDATF and 7. Supporting the development of a cohesive staff unit |
| **Other Information** | The Chairperson will be a key figure in the success of the ECRDATF.  The Chairperson will be elected directly by the Regional Drugs and Alcohol Task Force.  S/he need not necessarily be a representative of one of the participating bodies/sectors on the Regional Drugs and Alcohol Task Force. See [www.ecrdatf.ie](http://www.ecrdatf.ie) for details.  The Chairperson will act as an Independent member of the Regional Drugs and Alcohol Task Force.  The Chairperson will link with the established network of Regional Drugs and Alcohol Task Force Chairpersons. |
| Potential Selection Process | Applicants should send a letter expressing interest in the position and Curriculum Vitae to Maeve Shanley, Co-ordinator, East Coast Regional Drugs and Alcohol Task Force, HSE Offices, Civic Centre, Bray, Co. Wicklow. It is desirable that the candidate include in their application, details of their strengths and experience in line with the job specification associated with the position.  For further enquiries contact Maeve Shanley at 01- 2744132 or e-mail: [maeve.shanley@hse.ie](mailto:maeve.shanley@hse.ie)  Closing date for receipt of applications: **22/02/2023 at noon.** |