

February 2026



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

ARC CANCER SUPPORT CENTRES

ORGANISATION OVERVIEW

ARC is a registered, independent Irish charity founded in 1994. It was the brainchild of Professor Des Carney, a leading oncologist in the Mater Hospital who identified a gap in cancer service provision for patients and their loved ones. He recognised a need for complementary, holistic and psychological support during and after hospital treatment that worked in tandem with patients' medical treatment. A small group of caring and committed volunteers worked tirelessly to open the first ARC Cancer Support Centre near the Mater Hospital in Dublin.

A HOME-FROM-HOME

Much time and attention was spent in making ARC a home-from-home, a sanctuary for those affected by cancer, providing a safe space where the individual is cared for according to their needs. The supportive atmosphere and incredible warmth radiates from the instant a person walks through the door.

MOVING FORWARD

Over the years, the service has developed significantly, and the range of supports offered has increased. A second centre was opened in November 2009 in close proximity to St. James's Hospital in Dublin 8. Based on client demand, a new service opened in early 2020 in a third location close to St. Vincent's Hospital which will continue ARC's Cancer Support Services in close proximity to the hospital's Cancer Centre of Excellence.

WE ARE HERE FOR YOU

More and more people are surviving cancer than ever before. ARC Cancer Support Centres is here to support and help you and your loved ones when you receive a cancer diagnosis.

WE UNDERSTAND AND SUPPORT

At ARC our goal is to provide psychological, emotional, educational and practical support in a warm and welcoming environment to people with cancer and those who care for them. We give you the support that you need to



enhance your coping skills and improve your quality of life. Our services are confidential, professional and caring, and are provided free of charge.

Whether you have been recently diagnosed, are in treatment, finished treatment, or caring for a loved one with cancer, ARC provides survivorship programmes, complementary therapies, counselling and drop-in services to support you during a difficult period to come to terms with the illness and to enhance your coping skills and quality of life.

CORPORATE GOVERNANCE

ARC Cancer Support Centres is a registered charitable organisation (charity number CHY 10857 assigned by the Revenue Commissioners and Charity Registration Number 20028428 assigned by the Charities Regulatory Authority) and a company limited by guarantee with a voluntary Board of Directors, none of whom receive any fees or expenses for their work or time. Its registered address is 65 Eccles Street, Dublin 7.

Responsibility for the day-to-day management is delegated by the Board to the CEO who is supported by the staff and volunteers. ARC believes that trust and public confidence is vital in ensuring that we can continue to carry out our mission to support people affected by cancer. We are committed to making every effort to ensure that our activities are open and transparent and that donations and grants are spent in the most effective way possible.

Accordingly, ARC is registered with the Charities Regulator which oversees the Charities Governance Code, has developed a Donor Charter, and is signed up to the Charity Regulator's Fundraising Guidelines. Our accounts are independently audited annually by Somers, Murphy & Earl Limited.



ARC CANCER SUPPORT CENTRES



Chief Executive Officer, ARC Cancer Support Centres

THE ORGANISATION

Founded in 1994, ARC Cancer Support Centres (ARC) is an independent Irish charity that provides complementary, holistic and psychological support to people living with cancer and to their loved ones. Its aim is to enhance coping skills and quality of life during and after cancer treatment. ARC offers free psychological, emotional, educational and practical supports, including counselling, survivorship programmes, complementary therapies and drop-in services. The Charity operates three "home-from-home" centres close to the Mater, St James's and St Vincent's Hospitals in Dublin. The Board of ARC now wishes to appoint a dynamic and visionary Chief Executive Officer ("CEO") to lead the organisation into its next stage of growth and cultural evolution, responding to the increasing and changing needs of people affected by cancer.

THE ROLE

Reporting to the Chairperson and Board of Directors, the CEO will play a pivotal role in shaping the strategic direction of the organisation. As CEO, you will be responsible for overseeing all aspects of ARC's operations, including strategic leadership, financial management, stakeholder engagement, and staff development. You will work closely with the Board to ensure strong governance, legal and regulatory compliance, including oversight of the Section 39 agreement and HSE requirements.

As the public face of ARC, you will champion a client-led culture, embedding the lived experience of people with cancer and their families into service planning and delivery. As a vocal advocate you will represent the organisation to the HSE, government, corporate partners, funders, media and the wider community.

THE PERSON

The successful candidate will be an inspirational and visionary leader with a genuine commitment to ARC's mission and values. You possess significant senior management experience, ideally within a charitable or mission-driven context, and have a proven track record of delivering organisational growth and impact. Your strategic expertise is matched by strong commercial acumen and a proven track record in financial management and income generation. An understanding of health sector operations, HSE commissioning (inc. Section 39/NCCP), and legislation such as the Charities Governance Code and HIQA standards is a distinct advantage. Your communication/advocacy skills will be critical in engaging a wide range of stakeholders to represent the needs of people affected by cancer.

If you are motivated by the opportunity to lead an organisation that supports people through one of the most challenging times in their lives, we invite you to apply for this unique leadership role.

To Apply:

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

Further information, including details on how to apply, is available on www.arccancersupport.ie

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 Friday 27th March 2026.

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

ARC is an equal opportunities employer.



THE ROLE

Post Title:	Chief Executive Officer
Location:	65 Eccles St, Phibsborough, Dublin, D07 TD35
Reports to:	Chairperson and Board of Directors

PURPOSE OF THE ROLE

To provide vision and leadership to the organisation and to work with the Board and team to develop and execute a strategy that will drive the transformational growth and cultural evolution needed to address the growing challenges of people impacted by cancer.

REPORTING RELATIONSHIP

The Chief Executive Officer reports directly to the Chairperson and Board of Directors.

The following staff report directly to the Chief Executive Officer:

- Head of Fundraising and Communications
- Head of Finance and Transformation (& Deputy CEO)
- Head of Service Operations
- Operations and Executive Assistant

ROLES AND RESPONSIBILITIES

GOVERNANCE AND RELATIONSHIP

- 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.

STRATEGIC LEADERSHIP

- Ensure there is a mission-related strategy that takes account of external and internal challenges and opportunities.
- Working closely with the board, lead and deliver development of a transformational strategic plan that has clear metrics for assessment and delivery.
- Lead the transition from a localised service model to a scalable 'Hub and Spoke' model. Proactively negotiate strategic partnerships to ensure that ARC can scale efficiently to ensure provision the extent and type of cancer support services needed by those impacted by cancer across Dublin.
- Champion a 'Client-Led' culture by embedding the voice of the lived experience into the core of ARC's strategic planning and operations. Support robust feedback mechanisms (e.g., Client Advisory Groups, service user data analysis) to ensure that service evolution is directly responsive to the changing needs of cancer patients and their families.
- Lead ARC in a time of change, as it meets the challenges of legal, social, and administrative developments and changes.

BUSINESS DEVELOPMENT

- Ensure the economic viability and furtherance of ARC.
- Represent ARC at external events and opportunities, through carefully devised PR and media strategies.
- Engage with external stakeholders such as the HSE, charity partners, the media, government officials and corporate supporters in order to advance the organisation's aims and promote its brand and identity.

PROVIDE LEADERSHIP AND CO-ORDINATION OF RESOURCES

- Manage resources (including people), in order to meet the agreed plan and strategies of the Charity.
- Provide leadership, mentorship, supervision and direction to staff within the framework of Employment Law and ARC's strategic and operational plans.

ARC CANCER SUPPORT CENTRES

SHAPE THE CULTURE OF ARC AND LEAD BY EXAMPLE

- Promote diversity and equality of opportunity in all ARC's work and practices.
- Build a team culture where everyone is valued and equipped to do their job.

MANAGE OPERATIONS

- Manage the organisational structure, ensure HR policies and procedures are up to date and facilitate training and education for staff, as well as therapists and volunteers as appropriate.
- Review and monitor the performance of the Charity.
- Deliver the Charity's business plan.
- Guide ARC staff, volunteers, contractors and clients and its Board of Directors to comply with all laws related to its activities and operations.
- Ensure the organisation fulfills its legal, statutory and regulatory responsibilities such as compliance with the Governance Code.
- Ensure quality and safety standards are upheld.

FINANCE

- To consult with the Board, and Finance and Audit Committee, whilst also liaising with the Head of Finance and Transformation, the Head of Fundraising and Communications and Head of Service Operations to generate an Annual Budget.
- Oversee the overall budgets and resources of the Charity.
- Ensure the timely and complete preparation of the annual audited accounts and Annual Report.
- Ensure the provision of reports to various bodies that supply grants to ARC.

FUNDRAISING

- Help to ensure sustainable and diverse income streams from individuals, corporates, government agencies, legacy and trust donations
- Work with the Fundraising and Communications team to identify and progress relationships with corporates and relevant individuals.

CLIENT SUPPORT SERVICES

- Ensure ARC provides and evolves effective and efficient services to its clients.

EXTERNAL & INTERNAL COMMUNICATIONS

External:

- Represent the Charity at external events, including ARC fundraising events and opportunities, through carefully devised PR and media strategies.
- Engage with external stakeholders such as the HSE, charity partners, the media, government officials and corporate supporters in order to advance the organisation's aims and promote its brand and identity.

Internal:

- Key spokesperson to communicate ARC's activities and plans to the wider ARC team including volunteers, staff, therapists, board members and the wider community involved with ARC via newsletters, emails, etc.
- Key point of contact between the Board of Directors and the staff of ARC.
- Communicate regularly with and line manage the management team.
- Communicate with others in ARC on an as needed or less regular basis.



ELIGIBILITY CRITERIA

QUALIFICATIONS & EXPERIENCE

- Commercial acumen.
- Knowledge of the operations of Health sector agency operations.
- Proven leadership and capability to transform and lead a diverse organisation with integrity.
- Knowledge of how to champion client needs at the core of organisational mission and values.
- Significant experience in a senior management position.
- Relevant 3rd level qualification.
- Track record in developing and delivering strategic plans and in leading change initiatives.
- Ability to influence and enable others with strong communication and networking skills.
- Proven experience of income generation strategies and financial responsibilities.
- Understanding of the requirements of good governance.
- Experience of or appreciation for counselling and/or complementary therapies would be an advantage.
- Understanding and experience of the not-for-profit sector would be a distinct advantage.

Commercial & Change Management:

Proven track record in professionalising legacy organisational cultures, introducing performance management frameworks, and driving operational efficiency.

Statutory Funding:

Deep understanding of the HSE commissioning landscape (NCCP/Section 39) and experience managing relationships with statutory funders.

Core Aptitudes

- Strategic thinking
- Attention to detail
- Act as a good role model
- Excellent communication and interpersonal skills with the ability to engage a wide range of stakeholders
- Ability to manage change and is flexible and resilient
- Demonstrable passion and commitment to ARC Cancer Support Centres ethos and values: Empathy, Confidentiality, Support and Empowerment.

ESSENTIAL SKILLS, COMPETENCIES AND/OR KNOWLEDGE

ESSENTIAL

Knowledge of legislation and standards including:

- The Charity Governance Code.
- HIQA National Standards for Safer Better Healthcare 2012.

Knowledge of other relevant legislation:

- Data Protection Acts 1988 to 2018; Safety, Health and Welfare at Work Act 2005; Safety, Health and Welfare at Work (General Application) Regulations 2005 & 2007; Employment Equality Act 1998-2015; Freedom of Information Act 2014.



ARC CANCER SUPPORT CENTRES

CORE COMPETENCIES

1. LEADING, MOTIVATING AND INSPIRING

Developing, Motivating & Supporting Performance

- Ensures their team have exposure to development opportunities, strategically delegating projects, considering individual suitability and project demands and urgency.
- Supports and motivates high performance by providing recognition, guidance, coaching and regular feedback.
- Utilises and promotes both formal and informal performance management techniques.

Vision, Purpose & Authenticity

- Inspires their team and brings people along, by showing authenticity, trust, passion and living the organisational values, by example.
- Creates a clear vision for the team, reminding them of the wider purpose and impact.
- Leads with integrity, honesty, transparency and accountability.

Empowerment, Psychological Safety & Inclusion

- Creates an inclusive and psychologically safe team environment, which empowers, trusts, and respects all members.
- As a leader, champions equality, diversity and inclusion, taking meaningful action through the work of the organisation and in supporting a diverse workforce.

Social & Emotional Intelligence

- Openly prioritises the wellbeing of self and others, instilling a culture of support, empathy and consideration.
- Demonstrates high self-awareness and ability to manage own emotions and behaviour, particularly in challenging situations.

KEY SKILLS EXAMPLES

- Performance management
- Coaching and providing feedback
- Conflict management
- Managing remote or blended teams
- Emotional intelligence

2. STRATEGY, CHANGE & REFORM

Strategic Capability & Vision

- Develop a clear vision and strategic plan for their area, setting goals which map to organisational and government objectives.
- Actively contributes to the development of broader organisational, departmental and government strategy, policy and objectives.
- Evaluates the success and impact of current strategy and makes necessary amendments.

Contextual Awareness & Adaptability

- Strong understanding of relevant public service and Health sector policies and relevant developments in the public & private sectors.
- Anticipates, adapts and responds to developments in the sector and external environment, reviewing and revising strategic and/or operational plans as necessary.

Implementing Change & Reform

- Leads others through times of change and transformation – communicating a clear vision, listening to feedback and addressing concerns.
- Leads on the implementation of significant change and reform, critically appraising suggested change and delivering best possible improvements.
- Listens and responds appropriately when met with criticism or resistance to change.

KEY SKILLS EXAMPLES

- Managing & supporting change
- Policy and strategy development
- Goal setting
- Strategy thinking & implementation
- Future forecasting

3. DELIVERING EXCELLENCE

Prioritising Work, Resources & Quality-Focus

- Effectively manages multiple agendas and significant work programmes, allocating or securing resources to meet priorities.
- Oversees work and monitors progress to ensure delivery against key Organisational objectives and business plan priorities.
- Ensures high standards are set and maintained, leading by example to encourage others commitment to quality.

Accountability, Responsibility & Governance

- Provides regular and accurate updates to relevant stakeholders and Chair/ARC Board.
- Within their team(s), instils the importance of efficiencies, value for money, adherence to policies/protocol and corporate governance requirements.
- Demonstrates accountability for self and team.

Learning, Responding, Evaluating & Improving

- Gets up to speed with new tasks or roles at a fast pace, asks questions to understand requirements, relevant information and sensitivities.
- Is flexible, agile and resilient in the face of difficulty or emerging demands.
- Seeks feedback and evaluates delivery against required outcomes, taking action to learn, respond and improve.

Operational Excellence & Commercial Accountability

- Demonstrates significant commercial acumen and diligence in seeking, identifying and assessing additional opportunities for organisation growth & income generation.
- Demonstrate strong financial experience, with a proven track record of financial planning.
- Ensures operational excellence and innovation to foster a culture of high performance, empowering teams to deliver against agreed objectives.
- Leads on the expansion of our service footprint and strategic partnerships across the Dublin region to meet the growing demand for cancer support.

KEY SKILLS EXAMPLES

- Project management
- Risk management
- Resource allocation
- Project evaluation
- Cost benefit analysis

RECRUITMENT PROCESS

ARC has engaged Lansdowne Executive Search to manage the recruitment process for this position. Candidates for this role will be sought via three 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 ARC. 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.

ARC CANCER SUPPORT CENTRES

APPLICATION PROCEDURE

Application Closing Date: **Friday 27th March 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 5-7 of this Briefing Document**) which provides relevant information about the requirements of this post.
- ARC is an equal opportunities employer. Recruitment to posts within ARC 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	27th March 2026
Qualified Candidates presented to ARC for shortlisting	Early April 2026
First Stage Interviews (ARC)	Mid-April 2026
Final Stage Interviews (ARC)	Late April 2026
Offer extended to successful applicant	Early May 2026

For more information about ARC, please see www.arccancersupport.ie



