

Role Description

Role Title:	Chief Executive Officer	Location:	Dublin / Hybrid Working
Reporting To:	The Council of the IAPF	Date:	January 2025
Direct Reports:	4 Direct Reports: <ul style="list-style-type: none"> ▪ Commercial Operations Manager ▪ Director of Communications ▪ Membership Services & Events Executive ▪ Member Services Executive 		

About the IAPF

The IAPF is a non-profit organisation, with over 200 member organisations, that provides retirement security to over 685,000 pension scheme members, pay pensions to almost 90,000 people and are responsible for in excess of €130 billion in retirement savings. The IAPF represents pension savers with the purpose of ensuring that they can have pensions that are secure, fair and simple.

The key objectives of the IAPF are:

- To represent the interests of pension scheme members, trustees and sponsoring employers.
- To promote financial security for all retired people.
- To provide a forum for discussion and debate of pension issues.

Role Outline

The Chief Executive Officer (CEO) will provide visionary leadership and strategic direction to the IAPF and will play a key role in shaping the future of the Association ensuring its sustainability, growth, and alignment with regulatory standards. Reporting to the IAPF Council the CEO will act as the primary representative and advocate for the IAPF liaising with key industry stakeholders, Government Departments and officials, the media, and with IAPF members to promote the Association's mission and objectives.

Role Scope

Responsible for:

- Ensuring that government, employers, regulators, industry stakeholders and the media continue to recognise the IAPF as the voice of Irish Pensions.
- Promoting and participating in debate on the future of retirement provision in Ireland.
- Creating opportunity for formal and informal discussion of pension issues among our members at seminars, webinars, conferences and social events.
- Disseminating information on pension development through an engaging social media presence and IAPF publications.
- Providing a forum for scheme trustees and industry stakeholders to pension discuss issues.
- Seeking to influence developments at an EU level, through our membership of PensionsEurope.
- Carrying out surveys and research in areas of interest to our members.
- Managing the day-to-day operations of the IAPF in a proactive and professional manner, which include but are not limited to the following:
 - Financial Planning & Budgeting
 - Risk Management

- Financial Control
- Staffing & Skills Development
- Employee Relations
- Provision of support to the IAPF Council and Committees

Area of Responsibility: Strategic Leadership & Vision

Key Activities:

- Working with Council and Committees to develop and implement a comprehensive strategic plan to guide the IAPF's growth and continued impact on the pensions industry.
- Provide thought leadership on pension industry matters, challenges, and opportunities, ensuring the IAPF remains at the forefront of developments in the pensions sector.
- Foster a culture of collaboration and excellence within the IAPF.

Area of Responsibility: Stakeholder Engagement and Advocacy

Key Activities:

- Serve as the primary spokesperson and representative for the IAPF articulating its objectives to government officials, regulatory bodies, industry partners, and the media.
- Build and maintain strong relationships with key stakeholders, including members, sponsors, policymakers, financial institutions, and member organisations.
- Advocate for policies and regulations that support the growth and sustainability of the pensions industry in Ireland.
- Manage the IAPF representation at PensionsEurope and ensure a strong Irish influence on European developments.

Area of Responsibility: Member Services and Support

Key Activities

- Addressing the needs of our members through the delivery of high-quality services and supports.
- Facilitate communication and collaboration among members, fostering a strong sense of community and shared purpose.
- Organise and participate in industry events, conferences, and workshops to promote knowledge sharing and professional development.

Area of Responsibility: Operational Management

Key Activities

- Oversee the day-to-day operations of the IAPF ensuring efficient and effective management of resources.
- Develop and manage the annual budget, ensuring financial stability and accountability.
- Operate robust governance structures and processes to support transparency and ethical conduct.

Area of Responsibility: Regulatory Compliance and Risk Management

Key Activities

- Ensure the IAPF's compliance with all relevant laws, regulations, and industry standards.
- Identify and mitigate potential risks to the IAPF, developing and implementing risk management strategies as needed.
- Maintain up-to-date knowledge of regulatory changes and ensure the IAPF's policies and practices are aligned with current requirements.

Area of Responsibility: Leadership and Team Development

Key Activities

- Recruit, develop, and retain a high-performing team, fostering a culture of continuous improvement and professional growth.
- Provide mentorship and guidance to colleagues, promoting effective leadership and collaboration.
- Set clear performance goals and expectations for staff and provide constructive feedback.

Key Relationships

Primary	Secondary
<ul style="list-style-type: none"> ▪ IAPF Council ▪ IAPF Management Committee ▪ IAPF Staff ▪ IAPF Sub-Committees ▪ IAPF Membership ▪ Sponsors ▪ The Pensions Authority ▪ Relevant Government Departments & Officials ▪ PensionsEurope 	<ul style="list-style-type: none"> ▪ The Media ▪ Other Industry Representative Organisations ▪ Pensions Industry Practitioners ▪ 3rd Party Suppliers

Person Specification

Essential Qualifications

- 10+ years' experience in the pensions industry
- FIIPM, AIIPM, FSAI or QPT qualification

Essential Skills	Desirable Skills
<ul style="list-style-type: none"> ▪ Proven experience in a senior leadership role within the pensions industry or a related financial services sector. ▪ Strong understanding of the regulatory environment and challenges facing the pensions industry in Ireland. ▪ Confident communicator with public speaking experience. ▪ Demonstrated ability to develop and execute strategic plans, driving organisational growth and impact. ▪ Exceptional interpersonal skills, with a keen interest in networking and the ability to build and maintain relationships with diverse stakeholders. ▪ Proven impact and influence capabilities. ▪ Strong financial acumen and experience managing budgets and resources effectively. ▪ Proven track record of successfully leading and developing high-performing teams. 	<ul style="list-style-type: none"> ▪ The ability to work on own initiative ▪ Analytical/Research skills