



The Royal Victoria Eye and Ear Hospital  
Research Foundation

## **Manager – Research Foundation**

The Research Foundation is a charity based in The Royal Eye and Ear Hospital in Dublin. The charity has been operating without a manager for some time and we now require a full-time executive, reporting to the Board of Directors, to run the facility.

The main function of the Research Foundation is to fund research projects which further our understanding of diseases of the eye, ear, nose and throat. The Foundation also operates an electro-diagnostic testing unit, unique in Ireland, with a particular interest in patients with various forms of inherited and retinal diseases.

The role requires a dynamic, motivated, organised and enthusiastic manager that will have the ability to plan, organise and manage the day-to-day running of the Research Foundation

### **Relevant experience**

Experience in management or organisational leadership is important. The role will require you to work with the non-executive board of Directors, so any experience of working with committees or boards is advantageous. Experience of working in the charity and fundraising sector is helpful but not essential.

To be successful in this role you will have:

- Experience in management.
- Experience managing a small number of staff both fulltime and part time
- An understanding of business finance, preparation of budgets and management accounts
- The ability to co-ordinate clinical trials and manage commissioned research.
- Assisting the medical team in organisation of educational symposia.

### **Qualifications**

A degree or third level qualification would be expected but is not essential for this role.

**Salary**

The salary package and other benefits will be negotiable and will depend on experience, qualifications and suitability for the role.

If interested please send your CV, in confidence to:

Mr. Jeremy O'Connor,  
Chairman  
The Royal Victoria Eye and Ear Hospital Research Foundation  
Adelaide Road,  
Dublin 2

OR

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