Job Description

Job title	Lead Ireland & Northern Ireland	**Grade**	A
Department	Membership & Inclusion		
Team	Ireland and Northern Ireland		
Responsible to	Director of Membership & Inclusion		
Revision Date	May 2026		

Organisation Context

The Institute of Physics (IOP) is the national society for the discipline of physics in both the United Kingdom (UK) and Ireland. As well as being a learned society, we are also the professional body for members based in the UK, Ireland, and overseas.

We are a professional, modern, and ambitious organisation seeking to unlock the potential of physics and physicists nationally and internationally. Our purpose is to promote the advancement and dissemination of knowledge and learning in pure and applied physics for the benefit of all. We do this by building a thriving and diverse physics workforce, raising standards, supporting careers, and addressing barriers.

We demonstrate the importance, relevance, and impact of physics in everyday life and the role it plays in addressing society's major societal, economic, and environmental challenges. We influence change, actively engage in public and government dialogue, improving the quality of debate, informing policy, and influencing funding strategies. Above all, we are pioneering. We foster a sense of community amongst employees, members, volunteers, and people with an interest in physics, providing a platform and a voice for ideas to be heard and creating an environment which enables game-changing innovation.

Our organisational values are at the heart of IOP and provide the foundations to empower us all to lead cultural change, deliver high performance across the organisation, and enable us to promote advancements and learning in pure and applied physics for the benefit of all.

Our 2024–2029 strategy, titled "Physics for our Future," focuses on three key priorities: addressing the skills shortage and expanding opportunities in physics education and careers; strengthening physics across science, research, innovation, and technology; and exploring and communicating the social and economic benefits of physics to ensure they are widely understood. The strategy emphasises collaboration within the physics community, inclusivity, and diversity, aiming to make physics accessible and welcoming to all. It also highlights the central role of IOP Publishing in supporting the organisation's mission, with profits directed towards public benefit and scientific advancement.

Purpose of the role and accountabilities

The Lead for Ireland and Northern Ireland plays a pivotal role in advancing the Institute of Physics' (IOP) mission across Ireland and Northern Ireland. The role will provide leadership and support for the IOP's activities in Ireland and Northern Ireland and is specifically focused on tailoring, coordinating and delivering the IOP's activities to meet the unique needs and opportunities in these countries while ensuring alignment with the broader goals of the organisation.

They will lead, manage and develop a team of managers for policy and education in Ireland and Northern Ireland to ensure that their work aligns with the IOP's strategy and that high quality events, projects and activities are developed and delivered.

Working with the Ireland Committee and IOP Irish charity the role will lead and support the IOP's activities in Ireland and Northern Ireland, working to build influential relationships and partnerships with stakeholders from across and beyond the physics community and providing strategic insight of the stakeholder landscape to maximize the impact of the IOP's work in Ireland and Northern Ireland. This includes building and maintaining relationships with government bodies, educators, industry leaders, and community groups and addressing Ireland and Northern Ireland specific challenges and policy opportunities.

The Lead will collaborate closely with colleagues across the IOP to make sure the business plan for Ireland and Northern Ireland is well-founded within the organisation's strategy and wider organizational business plan and to ensure joined-up delivery, efficient resource allocation, and consistency in approach while advocating for the specific needs of Ireland and Northern Ireland. They will also ensure that political cultural and administrative differences between Ireland, Northern Ireland and the rest of the UK are taken into account so that cross-IOP projects are as relevant and impactful as possible.

The role also supports the Committee and IOP Irish charity in providing insight and advice on matters related to science and education in Ireland and providing counsel on committee and charity activity. This group of leaders within the physics community is a key channel for engaging and communicating with the Irish and Northern Irish physics community.

<u>Key accountabilities:</u>

- Advocating for the needs of the Irish physics community within the IOP's decision-making processes to secure the necessary focus and resources.
- Leading and supporting the development and delivery of impactful initiatives in Ireland and Northern Ireland, including education initiatives, membership events and policy initiatives.
- Ensuring that programmes align with the IOP's broader strategic priorities while addressing the unique needs of Ireland.
- Work independently while maintaining strong links with IOP Executive Team and Leadership Team to ensure the alignment of Irish and Northern Irish initiatives with IOP strategy and business plan.
- Navigate and manage the complexity which results from work in Ireland being overseen by the Irish charity:

  - Support and advise the Irish charity and Ireland Committee
  - Ensure that work and resources are aligned with the IOP strategy
  - Ensure that operations are compliant with Irish charity law and guidance
- Quality assurance of projects and outputs in Ireland and Northern Ireland.
- Risk identification and management.
- Building and strengthening relationships with policymakers, academic institutions, industry leaders, and community organisations in Ireland and Northern Ireland.
- Representing the IOP as a credible voice in Irish public discourse on science, business and education policy.
- Working with IOP colleagues to secure the necessary resources for Irish and Northern Irish programmes and ensuring efficient use of funding and staff time.
- Identifying opportunities for additional funding or partnerships specific to the Irish and Northern Irish physics landscape and leading or supporting funding bids and funded projects or programmes.

<u>Key decision-making responsibilities:</u>

- Business planning and prioritisation
- Negotiation with partners including funding partners

Contribution to governance

The Lead for Ireland and Northern Ireland contributes to the IOP's governance and operational health by:

- Sitting on or ensuring appropriate Ireland & Northern Ireland representation on all appropriate Boards.
- Working with the IOP governance team, act as secretariat to the Irish charity.
- Liaise with the Chief Executive Officer, Director of Membership and Inclusion, other members of the Executive Team (as necessary) and governance team on the operation of the Irish charity.
- Channeling Irish and Northern-Irish-specific priorities through appropriate governance processes, ensuring they align with IOP's broader strategic goals.
- Acting as a key link between the Ireland and Northern Ireland team and other national managers, team leads, department heads, associate directors and Executive Directors to ensure cohesive decision-making and resource allocation.
- Advocating for Ireland and Northern Ireland within the IOP's governance structures, including the Executive Board and Sustainable IOP governance frameworks.
- Defining, developing and implementing new initiatives, serving as a key collaborator to ensure high quality of submissions and alignment with broader organisational priorities.
- Ensuring Irish and Northern Irish activities are prioritised within organisational planning and are evaluated against relevant performance metrics.
- Working closely with the IOP Ireland Committee, leveraging their insights to shape policies and priorities relevant to the Irish and Northern Irish physics community.

- Using defined criteria to assess the impact and health of Irish and Northern Irish activities, contributing to organisational KPIs such as reputation, member engagement, and public influence.
- Identifying risks associated with Irish and Northern Irish activities and implementing effective mitigation plans.
- Providing detailed updates on the progress and impact of Irish and Northern Irish initiatives to support organisational oversight.
- Sharing insights from Ireland and Northern Ireland to inform the development and delivery of IOP-wide initiatives.

Ways of working

The Lead for Ireland and Northern Ireland is expected to:

- Develop and lead initiatives specific to Ireland and Northern Ireland while ensuring they are integrated with the IOP's strategy.
- Act as the primary advocate for Ireland and Northern Ireland within the organisation, ensuring that needs are met without compromising overall coherence.
- Build activities that are responsive to the unique cultural, educational, and economic context of Ireland and Northern Ireland.
- Ensure that all activities reflect the IOP's commitment to inclusivity and diversity across the Irish and Northern Irish physics community.
- Work collaboratively with colleagues across the IOP to ensure Irish and Northern Irish programmes receive the necessary support and attention.
- Advocate for the allocation of resources and support to deliver impactful outcomes in Ireland and Northern Ireland.
- Regularly monitor and evaluate the success of Irish and Northern Irish initiatives against KPIs, including membership growth, educational engagement, public engagement, and stakeholder influence.
- Use evaluation data to refine activities and demonstrate the IOP's impact in Ireland and Northern Ireland.
- Uphold and promote the IOP's organisational values of **Objective, Inclusive, Exemplary, and Open**, ensuring they are embedded within all Irish activities.
- Foster a collaborative and inclusive culture within the Ireland/Northern Ireland team and in interactions with external stakeholders.

Main responsibilities of the role

•	Designing and delivering a business plan that delivers on IOP's strategic ambitions and strengthens participation of the physics community in Ireland and Northern Ireland. Seeking advice from the IOP Ireland Committee and charity to ensure the business plan is in alignment with the strategy and meets the needs of the Irish and Northern Irish physics community.
•	Providing counsel and support to the Ireland Committee to enable its work to remain aligned with the IOP strategy.
•	Building and leading a team and budget to deliver and report on high quality and high impact programmes and projects.

•	Act as secretariat for the Irish charity board, supporting the officers, curating the agenda, and liaising with the Chief Executive Officer, Directors and Governance Team to ensure the Board operates efficiently and compliantly.
•	Building and maintaining relationships with IOP members, existing IOP stakeholders and developing new relationships that will enable the delivery of IOP's strategy.
•	Increasing the IOP's visibility and reputation across Ireland and Northern Ireland.
•	Overseeing the development, introduction and application of procedures, protocols and policies to assure the quality of the IOP's work in Ireland and ensure compliance with Irish law.
•	Support effective running of IOP Ireland Committee and Irish charity.
•	Identify, assess and manage risks and threats to the IOP, its programmes and projects within their specialism.
•	Follow and promote best practice in managing diversity and inclusion across all aspects of their work.

Person Specification

We are looking for someone who...
Creativity and thought leadership: Can bring clear insight and creative, incisive thinking to bear on complex problems; is adept at analysing and using evidence to explore new solutions to major challenges; can provide intellectual leadership and direction to teams, individuals, programmes and projects. **Political acumen:** Has the experience and authority required to represent the IOP with senior stakeholders from governmental, community, educational and business organisations with a high degree of tact, diplomacy and political and cultural awareness. The lead must be able to think on their feet, make subtle, nuanced judgements, manage risk and act with a high degree of autonomy. **Communication:** Can bring ideas to life with clear expression, first class presentation skills and vivid, compelling writing; is naturally consultative and listens to ideas and alternative viewpoints to distil the critical issues. **Priority setting:** Can set and manage priorities for the coming 12 months - for teams and individuals. Understands and uses time well to focus on what's important; understands what will help or hinder progress and eliminates roadblocks and creates focus. **Planning:** Scopes out length and difficulty of tasks and projects; sets objectives and goals; develops schedules and assign ents; anticipates and adjusts for problems and roadblocks; measures performance against goals and evaluates results. **Delegation:** Is able to delegate clearly and with ease, both routine and important tasks and decisions; understands and shares responsibility and accountability; trusts others to perform and lets direct reports and others complete work.

Assumes Responsibility: Willingly assumes responsibility for individual and collective undertakings. Understands importance of accountability, scrutiny and reporting to good governance and organisational management. Takes responsibility for the identification, assessment and management of risks and threats to the IOP, its programmes and projects.

Managing and Measuring Work: Is clear in the assignment of responsibility for tasks and decisions; sets clear objectives and measures, monitors regularly for progress and results and ensures feedback is used to inform future work.

Motivating Others: Creates a climate for success; understands individual team members' strengths and weaknesses, empowers others by inviting input and sharing ownership; pushes tasks and decisions down; values individual contributions and creates a positive environment for individuals to work in. Communicates openly and clearly.

Experience this person should have is…

Role-specific experience

- Experience managing high performing teams and developing individuals so they consistently perform at their very best
- Designing and delivering business plans and showing impact
- Demonstrable success in engaging and influencing senior political decision makers and opinion formers
- Working in or a good awareness of science, business and education policy issues in the UK, Northern Ireland and Ireland
- Knowledge of Irish charity law.
- Experience of working in politics, economics or similar from the public or private sectors and coming from science or industry/business. They will need to demonstrate a strong understanding of Government(s) strategies for research and innovation and the importance of these in the economic agenda. A key skill will be the ability to work collaboratively across an organisation – people, structures and processes - and adept at working through the ambiguity that can come from this type of working.

General criteria:

- Proven experience in a leadership role, demonstrating the ability to effectively manage teams, budgets, and strategic initiatives.
- Expertise in building and maintaining relationships with internal and external stakeholders to drive organizational success.
- Strong track record of designing and implementing strategies, frameworks, or initiatives that align with organizational objectives and deliver measurable outcomes.
- Experience of identifying risks associated with projects and activities and implementing effective mitigation plans.
- Skilled in overseeing multiple projects and ensuring quality assurance through evaluation and monitoring processes.

- Experience in influencing decision-making at senior levels and providing strategic advice based on sound analysis and judgment.
- Familiarity with cross-functional collaboration, fostering alignment across diverse teams and disciplines.

Skills this person requires are…

- Leadership – ability to think strategically and represent the IOP to senior stakeholders internally and externally. In addition to having the capability to promote and generate co-operation to achieve collective outcomes; fosters the development of a common vision
- Developing direct reports - Provides challenging and stretching work and projects; holds regular development discussions and understands individuals' career goals; agrees structured development plans and is happy to work with people who have development goals and needs; applies and supports the Institute's performance and development policies
- People management - Building and managing high performing teams and developing individuals
- Team player – the ability to work co-operatively with others to achieve common goals
- Negotiation skills – the capability to explore different positions and alternatives to reach outcomes that gain acceptance of all parties
- Influencing skills – the ability to bring others to your way of thinking diplomatically
- Political lobbying - ability to work in a political environment
- Proactive – to think ahead and act to ensure the smooth completion of team/individual aims and objectives
- Dependable – able to complete tasks to high standard and to deadline
- Organisational skills – ability to work with minimum supervision, prioritise workload, and handle multiple tasks
- Interpersonal skills – ability to positively communicate with others; the confidence to listen and understand
- Computer literate – good working knowledge of Microsoft Office
- Communication – First class written and verbal communication skills. Ability to communicate clearly and effectively with members, colleagues and external stakeholders
- Flexibility – the ability to adapt a plan of work whilst responding to changing circumstances
- Relationship management - people management skills, tact and diplomacy to manage relationships with stakeholders including members who volunteer their time and expertise.

Qualifications this person requires are…

- Educated to a Level 6 qualification or equivalent level of experience gained through employment and/or training (essential).