

**Treo Port Lairge CLG
CEO JOB DESCRIPTION**

Key functions of the CEO post are:

- (a) Managing the day-to day operation of the service
- (b) Strategic management and planning
- (c) Staff management
- (d) Programme planning and development
- (e) Ensuring quality of service
- (f) Financial management and administration
- (g) Legal and general administration

A) Managing day-to-day operations

- Ensure smooth running of the service
- Ensure operational targets are met
- Identifying obstacles to delivery of services and proposing and implementing solutions
- Maintain records of cases and clients and ensure data security and confidentiality

B) Strategic management and planning

- Develop systems which measure relevance, appropriateness, efficiency and quality of programmes delivered
- Develop dynamic formal and informal links with other agencies and groups including local community
- Develop short and long-term strategic plan for an integrated project.
- Develop and implement the organisational policies, structures and procedures necessary to deliver the effective organisation of the organisation.

C) Staff management

- Play a strong leadership role within the organisation and to ensure the ethos and values of the organization are embodied throughout
- Conduct team building
- Support and supervise staff support and record interactions
- Maintain personnel system and records
- Oversee quality of service delivery of staff, through appropriate mechanisms such as monitoring, client feedback and training
- Carry out appraisals and practice supervision with staff members and manage performance issues
- Support staff development
- Represent staff views to Chair and Directors

- Deal with staff workplace relations issues as necessary, in consultation with the Chair and Directors

D) Programme planning and development

- Develop and encourage the development of responsive and innovative approaches to emerging needs
- Manage changing needs.
- Liaise with the Social Enterprise manager in relation to the development of social enterprise initiatives in Treo Port Lairge CLG
- Prepare annual report of activities

E) Ensuring quality of delivery of services

- Ensure our clients consistently receive the highest quality service available to them
- Support reviews of policy and practice and other relevant aspects of service
- Generate and implement new programmes and interventions, in line with our Strategic direction, that aim to reduce recidivism rates of our clients and that bring about sustainable change.
- Implement the organisation's training and employment initiatives
- Ensure a commitment to flexibility and on-going change in the delivery of services.

F) Accessing funding and financial management and administration

- Make case to funding agency for annual funding to meet current and developmental needs in consultation with Chair
- Ensure adequate financial reporting systems, including financial and cash projections.
- Ensure operation within budget
- Manage the organisations day to day income and expenditure, ensure financial records are kept and to provide the necessary financial information to the Board of Directors
- Continue to actively maintain our relationships with existing partners and our core funders, the Probation Service and other agencies (WWETB, Dept. Social Protection, Pobal, Tusla etc.) to ensure their continued support and commitment.
- Seek to foster the development of new partners and potential new funding streams.

G) Legal and general administration

- Ensure the service complies / adheres to

- All relevant governance and legal requirements pertaining to Company Law and codes and best practices such as the Governance Code and Charities Regulatory Authority
- Funding and service level agreements
- Health and safety (including risk management)
- All employment law, regulations and best practice
- Insurance policy requirements
- Ensure all organisational activities and staff performance is in line with the internal policies and procedures.
- Manage the premises owned or leased or used by Treo Port Lairge CLG.
- Organise and report to regular Board meetings
- Complete Monthly periodic reports to the Board of Management on programme activities, finances, new developments and areas requiring attention
- Report on progress as required by the Chair and Board of Directors
- Carry out any or all other duties appropriate to the post as directed by the Chair and Board of Directors.

Person specification

- Third Level qualification in a relevant field e.g. Management, social work, social care, Youth Work, addiction, community development, social enterprise or a related discipline.
- Minimum 5 years' experience in a managerial role within an organisation working with vulnerable target groups such as offenders, drug users, homeless, youths etc.
- A proven track record of developing and implementing existing or new initiatives with clear outcomes
- Understanding/experience of key-working and/or case management
- Skills, experience and values requisite for working with challenging people
- Understanding/experience of social enterprises and other initiatives designed to increase the employability of offenders
- Proficiency in using a client management systems
- Excellent project management, organizational development and written and oral communication skills
- High level of motivation and leadership skills to contribute to the overall vision and work ethos of Treo Port Lairge CLG
- Knowledge of Social Policy and Criminal Justice system
- Experience of dealing with statutory agencies
- Knowledge /Experience of Financial management and funding proposals

Garda Vetting:

Treo Port Lairge CLG operates a Garda Vetting policy, which means that all candidates offered a position must complete a current Garda Vetting form. Please note: a criminal conviction does not necessarily exclude you from securing the position.

Short-listing will apply.