



## Offering support & direction to young adults

Unit 2, Block 4, Lacken Rd. Business Park, Kilbarry, Waterford. Tel/Fax (051) 379740

E-mail: [admin@treoportlairge.ie](mailto:admin@treoportlairge.ie) [www.treoportlairge.ie](http://www.treoportlairge.ie) 

### **Recruitment of CEO**

#### **Background**

Treo Port Lairge CLG is a company limited by guarantee, a registered charity with a voluntary board of management. Treo's main aim is to reduce criminal activity among the people in its target group thus contributing to making Waterford a safer community in which to live. Treo offers to each participant education, social and vocational support while challenging offending attitudes and behaviour. For more information please go to [www.treoportlairge.ie](http://www.treoportlairge.ie) or visit us on Facebook.

Funded by the Probation Service, Treo in Waterford city has been engaging with people aged 16-23, their families and the wider community since 2000. This project provides a comprehensive outreach service, a broad range of accredited education and training programmes, personal development supports, physical activities, sober recreation, counselling, prison in-reach & community reintegration, advocacy and guidance in accessing statutory responses & progression routes.

Treo operates a Local Training Initiative based in Dungarvan Co. Waterford. This scheme provides a weekly QQI level 4 accredited education programme, basic lifestyle & life skills supports and advocacy work for marginalised people aged 16 to 23 from west county Waterford.

Renew Social Enterprises is the trading arm of Treo since 2018. This business provides a range of products and services while employing people who have accumulated criminal convictions.

Treo is currently piloting an Outreach/Engagement service in Dungarvan and west Waterford. This service engages disconnected people aged 16 to 23, through bite size participation in education and training, before access to more targeted longer term education and training preferences.

#### **Duties**

The main headings outlining the everyday functions of Treo's CEO read as:

#### **Board of Management**

Preparing operational reports and undertake the work on behalf of Treo's board of management, as guided during monthly board meetings and through sub group work (Staffing, Finance, Governance, Education & Training, and Renew Advisory Group).

The CEO, as guided by the board and in collaboration with each sub group, will also ensure that each organisational policy is adhered to and updated at regular intervals or with the

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introduction of new legislation e.g. Staffing Handbook, Health & Safety Statement, Internal Financial Procedures' Documents, Substance Misuse Policy & GDPR.

The CEO, while working with Treo's board of management, is responsible for maintaining good governance and compliance with the Charity Regulator.

### **Staff**

The CEO will oversee the recruitment of staff in line with recruitment procedures, manage staff, tutors and volunteers within their various organisational functions i.e. Waterford City, Renew Social Enterprise, Dungarvan Local Training Initiative, Special Rehabilitative Community Employment Scheme and Outreach/Engagement pilot. The CEO will co-ordinate and facilitate staff meetings including planning, review and evaluation sessions. S/He will assist staff teams identify training needs and support colleagues to access support and CPD training as required. In terms of everyday staff management, the CEO will be expected to adhere firmly to the guidelines as outlined in Treo's Staff Handbook.

### **Service Users and Approaches**

It is crucially important that the CEO ensures the continued use of appropriate and effective evidenced based approaches relevant to the needs of Treo as an organization. Currently, Solution Focused approaches, Motivational Interviewing, Restorative Practices, the use of the Outcome Star system and Trauma Informed practices are used.

### **Budgeting & Funding**

The CEO will work closely with Treo's Administration and Financial staff, and others when required, to ensure appropriate budgetary allocation, expenditure, recording, reporting and management. The CEO will continue to maintain strong professional relationships with current funders i.e. the Probation Service, Waterford & Wexford ETB, Dept. of Social Protection, Pobal and Tusla (and attempt to source additional funding when required) to ensure that the organization can continue to provide meaningful interventions in pursuit of its objectives. Regular reporting of various streams of funding, their use and evaluation must be prepared and provided to all funders.

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### ***Finances***

A strong understanding of and experience in financial accounting, recording and reporting of same is critical to this role. The CEO will assist Accounts' staff in overseeing the preparation of monthly and annualised accounts to be inspected by Treo's board and the company's auditor.

### ***Business Development***

The successful candidate will have experience of running or managing a successful community based organization or business.

### ***Premises and Assets***

It is the CEO responsibility for ensuring adequate accommodation of all organizational activities. This will require renegotiation of lease agreements and may require sourcing additional units from which to operate. Similarly, the CEO will be responsible for maintaining, repairing and replacing the organisation's assets (Equipment, tools, machinery, furniture and materials).

### ***Representation***

The CEO will be required to represent Treo as well as advocate on behalf of the target group at various local, regional and national seminars, events and forums.

### ***Strategic focus and Development***

The responsibility for the implementation of Treo Port Lairge's Strategic and Annual Business plans lie with the CEO, in conjunction with Treo's board of management. Through consultation, research and maintenance of professional relationships, the CEO will ensure Treo's strategic focus meets the needs of service users and aligns with annualised plans and funders' objectives.

S/He will also work with all stakeholders to develop future organizational Strategic plans and business strategy plans as required.

The CEO will also be responsible for cultivating effective working relationships with multiple internal and external professionals and relevant organisations within the sector.

- Other relevant duties as they may arise.

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### ***Personal Specifications***

- 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 2 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

### ***Conditions of Service***

- There is a seven-point Salary scale for this position ranging from €60,216 to €70,854
- A company pension scheme exists with this post with the company and CEO each contributing 6% of salary into this scheme.
- This position comes with 23 days' Annual leave entitlement
- External Supervision can be availed of by the CEO
- There is a six month Probationary period with this post.

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### ***Recruitment Process***

Treo's Board of Management has appointed a panel to oversee the recruitment of a CEO.

A detailed Job Description accompanies this advertisement.

If you are interested in applying for this CEO position, please forward your CV, Application Letter, along with a separate 1,000 word document outlining your suitability for this position to [admin@treoportlairge.ie](mailto:admin@treoportlairge.ie) by 5pm Monday 12th of February 2024.

Shortlisting for this position will apply.

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.

*Treo is an equal opportunities employer.*

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