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| **Position:** | **CEO** |
| **JOB DESCRIPTION** |
| **Reporting to:** | The Board of Youth Work Ireland Tipperary |
| **Function:** | * Under the direction of the board, manage the resources available to optimise youth work, education and training services for young people in the region.
* Direct the day to day operations of the business;
* Lead, manage and motivate the organization’s staff
* Inform the Board of the ongoing activities of the organisation
* Implement decisions made by the board
* Maintain the organization’s commitment to high quality services;
* Maintain the organization’s sound financial position.
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| **Key areas of accountability:** | **Governance and Management*** Inform the board that the organization’s mission statement is safeguarded.
* Work with the board to ensure compliance with statutory and regulatory requirements.
* Interpret and implement well-informed clear & timely decisions to staff.

**Strategy and direction*** Implement the organization’s Strategic Plan;
* Ensure the dissemination of the annual operational plan and targets (based on the strategic plan). Monitor their implementation through a system of performance review.
* Provide the board with regular reports on the organisations progress and any issues arising.
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| **Key areas of accountability (continued)** | **Program Management*** Promote the organization’s commitment to high standards of program development and services that work towards the vision of the organisation.
* Ensure training, development and motivation of the organization’s staff and volunteers in order to deliver high quality developmental initiatives.
* Manage the organisations programs and services to meet the standards required of the funding bodies thus reflecting the priorities of the organisation.
* Oversee the implementation of systems, procedures and evaluation of programs.

 **Resources*** Maintain the organization’s financial position to enable ongoing obligations to be met from within its financial resources.
* Liaise with the Finance department to ensure that programs are adequately financed, budgets are monitored and funds are deployed effectively so the financial objectives of the organisation are met.
* Administer the funds of the organisation in accordance with budget approved by the board.
* Support the maintenance of all premises owned and leased by the Organisation are adequately maintained.
* Oversee the preparation of the annual budget, quarterly management accounts, liaise with auditors and adhere to accounting practice standards.

**Profile, Influence and Partnerships*** Advocate on behalf of the organisation to the media and public in order to influence positively the environment in which it operates.
* Work with Youth Work Ireland and other organisations as appropriate
* Maintain & develop positive and ongoing relationships with funders
* Work with various external stakeholder groups and participate in networking on the organisations behalf.
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| **Key areas of accountability (continued)** | **Policy & Personnel Management*** Communicate clearly, expectations and standards of performance to staff.
* Motivate and manage staff to promote an ethos of team work across the organisation.
* Facilitate improved communication amongst all staff through collaborative working

**Other Duties*** Carry out any other duties as may be determined from time to time by the board

This job description is subject to review to reflect changes to internal and external factors |

What do we expect from you?

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| **Specification** | **Essential** | **Desirable** |
| **Education****Qualifications/ Training** | * Third level degree in youth / community work (or Arts Degree, Education, Social science, rural development, or relevant discipline)
 | * Relevant professional/post-grad Qualifications.
* Management/ HR qualification
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| **Experience** | * Demonstrable experience of senior management, including Staff and Financial Management
* Proven experience in the management of a diverse staff, particularly in the areas of support and development
* Service design and organizational development
* Project Management
* Background of successful leadership
* Experience in Managing European Projects, for example, Erasmus Projects
 | * Minimum of 2 years’ experience in a similar role.
* Working knowledge of non-formal education sector.
* Supporting partnership, networking
* Management experience in the youth work/voluntary/not for profit sector and/or statutory organisations
* Supporting and working with a voluntary Board
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| **Relevant Skills and Aptitude** | * Keen analytical, planning, evaluation and financial management skills
* Ability to manage diverse workload. Set priorities. Manage own time
* Ability to manage inter-agency relationships
* Excellent oral / written communication (including computer literacy and report writing)
* Excellent people skills
 | * Group facilitation skills.
* Knowledge of sourcing funds, and making funding applications.
* Group facilitation and conflict resolution skills
* Knowledge of current policies impacting on Youth Work
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| **Special Requirements** | * Commitment to Young people
* Commitment to volunteerism and principles of community development/ social inclusion
* Commitment to staff support and development
* Creativity/flexibility in approach to work
* High level of professional integrity
* Proven leadership qualities
* Strategic Thinker
* Full clean driving license
* Satisfactory medical report
* Garda vetted and cleared
* Full clean driving license.
* Willingness to work evenings/ weekends
 | * Experience of volunteerism
* Media skills
* Knowledge of national issues/policies in the sector
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| **Please note:** | Short-listing may be carried out on the basis of information supplied in your application. The criteria for short listing are based on the requirements of the post as outlined in the ‘essential qualifications for the post’ and the core skills / competencies section of the job specification. Therefore, it is very important that you think about your experience in light of those requirements. Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process. |

Please forward applications (CV and a comprehensive cover letter) to the Board of Management at recruit@youthworktipperary.ie

Closing date Thursday 9th Feb @ 5pm.