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**Project Leader**

**CODY Youth Diversion Project (YDP)**

We have a vacancy at senior management level within our organisation for a Project Leader with responsibility for overseeing the operation, development and growth of our Youth Diversion Project.

The Project Leader will be responsible for day-to-day operational management as well as overall strategic management and planning in collaboration with the CEO, board of directors and other line managers.

The main purpose of the role is to provide oversight and management of our YDP in line with the organisation’s strategic plan and in strict adherence to funder service level agreements and operational guidelines. Working closely with the senior management team to fully integrate our YDP across all programmes and activities within Cherry Orchard Equine Centre.

**Main Duties and Responsibilities**

* Promoting the ethos and values of youth work within the YDP
* Formulation, development and implementation of strategic plans for effective service delivery for approval by the CEO and the Board
* Negotiation and administration of budgets and resources
* Implementation of approved annual plan within timeframe and budget
* Leading, developing and managing staff to achieve best practice in delivery of services that meet the needs of the stakeholders and in particular the target groups
* Building positive and productive relationships with all stakeholders
* Representing the YDP as delegated by the CEO and the Board with a view to enhancing the reputation and effectiveness of service delivery
* Management and operation of resources, equipment and vehicles relating to the project
* Liaison and/or coordination with local groups, agencies and funders
* Policy/strategy review, evaluation and development in conjunction with the CEO and the Management Board
* Advising and ensuring the Charity is compliant with all relevant legislation and corporate governance standards including Children First, Garda Vetting, Child Protection and statutory returns
* Reporting regularly on services to the CEO, line management team and the Board and relevant agencies
* Profiling and promoting programme delivery, influencing policy and acting where appropriate in an advocacy role on behalf of the organisation, young people and families.

These responsibilities will be carried out to meet the needs of young people with a particular emphasis on those at risk within the targeted age group.

# Key Tasks

**Planning**

* To assess the needs of the target group in terms of service delivery
* To consult strategically with relevant groups
* To formulate and draft a strategic plan for the YDP for approval by the CEO / Board and to update it on an annual basis to meet the needs identified in line with funder requirements
* To negotiate with relevant agencies in relation to funding and resources to meet the objectives of the plan
* To develop and undertake funding initiatives to support the implementation of the plan
* To develop an annual operational plan for projects, programmes, facilities and to prioritise deployment of resources to achieve the stated objectives
* To ensure that policies and practices relevant to the target group are reviewed and updated with the CEO / Management Board

**Human Resources**

* To participate in the development and implementation of policies agreed by the CEO and the Board in relation to human resource management including recruitment, contractual arrangements, induction, development, motivation, performance and line management, health and safety, grievance/discipline, supervision and organisational development
* To ensure the objectives of the organisation are communicated to all staff including volunteers and that the roles and responsibilities of each individual for achieving these are understood and agreed
* To line manage staff as per staff structure
* To ensure regular reviews on the performance and development of staff members and to put in place appropriate development plans with the approval of the CEO and the Board
* To ensure allocation, scheduling, coordination of the work and the provision of advice, support and supervision to staff
* To set and ensure that the highest standards are maintained by staff

**Resources**

* To develop a policy or policies for approval by the CEO and/or the Board of resource use (this includes all of the service resources, equipment, vehicles and so forth) by YDP and other groups within the organisation
* To arrange for activities to be scheduled and prioritised to maximise efficiency and effectiveness of service delivery within the centre(s) liaising with other groups as necessary.
* To ensure that the services and its resources are operated to achieve the objectives set out in the plan.
* To ensure the health and safety standards are adhered to at all times.
* To provide for security of the resources at all times.
* To provide for the maintenance of the resources to a standard as agreed with the CEO and the Board.
* To ensure accessibility for the target groups to the resources and YDP facilities.

**Administration**

* To ensure compliance with funding agency SLAs and operational rules
* To review and audit procedures on a regular basis to verify compliance
* To ensure records are completed as required by the Board
* To meet the application and reporting procedures of all funding agencies
* To ensure that contractual arrangements with funding agencies and service users are maintained
* To produce regular project and financial reports for presentation to the Board and the advisory committee
* To monitor and evaluate quality and effectiveness of interventions and programmes undertaken.
* To inform the CEO / Board of events, issues and occurrences that impact on the services’ reputation, functioning and viability
* To ensure committees and advisory groups are resourced and to operate these as necessary
* To carry out other duties and actions as designated by the CEO / Board from time to time

# Representation

* Represent and promote the services to the local community and various groups and agencies, as agreed with the CEO and the Management Board as required
* Work closely with other departments within the organisation and maintain professional working relationships with other line managers
* Liaise with various local groups and agencies
* Maintain professional working relationships with all stakeholders
* Promote activities, achievements and other relevant information to the target groups and other stakeholders

**Specific Conditions:**

The nature of this post requires flexibility to cover the operational times of the service and/or the centre. This will involve scheduled evening, weekend and residential work.

The Project Leader will be committed to furthering the integration of services within the organisation so as to provide a one-stop-shop of services for young people delivered in a wrap-around and seamless manner.

**Person Specification**

*Essential Requirements*

* A professional qualification at Level 8 or higher in youth work, social work, social care or equivalent.
* Previous experience at strategic and operational management level
* Excellent communication and interpersonal skills
* An ability to work at strategic level as part of the organisation’s management team
* An ability to manage and delegate a busy workload as well as an ability to efficiently manage staff
* An ability to work on one’s own initiative as well as follow specific instruction

A proven track record managing and leading staff is highly desirable.

**Reporting Relationships**  
The Project Leader reports to and is supervised by the Chief Executive Officer. At the request of the CEO, it will be necessary to attend meetings of the Board of Directors to present reports relating to specific projects or aspects of the role. The Manager will also engage with various service advisory committees and structures within the company and as required by funders. In the absence of the CEO, the person will report to the Chairperson of the Board of Directors or a person nominated by the CEO.

This is not an exhaustive list but indicative of the responsibilities and duties assigned to the post. Some or part of the job description may be changed in order to respond to the changing needs of the users of the Centre or in line with changes in the funding attached to the post.

This post is funded by the Department of Justice and is subject to ongoing funding.

Cherry Orchard Equine Centre CLG. Is an equal opportunities employer.

**TO APPLY:**

Please forward a detailed CV and cover letter to [jobs@cherryorchard.ie](mailto:jobs@cherryorchard.ie) on or before:

**Closing date is Monday 29th April 2024 at 5pm.**

Please get in touch if you require further information in strict confidence to:

Mark Mellotte

CEO

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085-8053108



