**Chief Executive Officer,**

**Position Summary**

Job Title: Chief Executive Officer

Reports to: The Release Prison Partnership Board

Job Purpose: To provide the highest level of leadership to achieve Release Prison Partnership (Release) strategic objectives in accordance with the requirements of the Board and the Constitution.

Salary: €50,000 per annum

Position: Full or Part-time options

Contract: Permanent

Location: Spade Enterprise Centre, Smithfield, Dublin.

Release is looking for a new Chief Executive Officer to join us as we seek to take our Christian faith-based Charity forward on its journey in supporting all who are affected by crime, treating them with dignity and supporting them to live transformed lives and make positive contributions to their communities.

The successful applicant will be passionate about seeing change in people's lives who have been through our criminal justice system and will bring with them a strong track record of visionary leadership. They must be a strong communicator, very adaptable and be able to work with people in detention, people re-entering society and their families, the Prison Service, the Probation Service, other Charities involved in providing rehabilitation and other services and Funders. We are looking for someone with a clear vision as to how the charity can be expanded in the future and the commitment and drive to carry this out.

**Duties and Responsibilities**

• Provision of a wide range of services to service users both in detention and re-entering the community.

• Supporting families affected by crime and incarceration.

•The position will necessitate travel to places of detention, meetings, events, functions, conferences etc.

• Maintain discretion and confidentiality as appropriate for the post.

**Leadership**

• Provide exceptional leadership to enable the charity to flourish in supporting its objectives.

• Take a lead in developing the charity's strategy.

• Motivate and inspire volunteers and staff to enhance and develop Release’s excellent performance.

• Create strategic partnerships outside the charity and act as an ambassador for Release.

• Engage in influencing along with partners, national policies around prisons and progressive policies on incarceration and the treatment of people in prison.

**Management and compliance**

• Oversee and implement the wide range of Release Programs and Initiatives.

• Directly manage the Release team including recruitment, training, and staff development.

• Monitor the effectiveness of our work and implement change in response to feedback and data.

• Ensure compliance with health and safety and safeguarding policies for all Release Stakeholders.

• Ensure that the Board are kept well-informed of key developments in Release and provided with sufficient financial and management information to enable them to exercise their statutory responsibilities.

• Carry out all roles and responsibilities required by the Charities Regulator.

• Produce regular financial reports and forecasts and manage the Charity budget.

• Ensure full and accurate reporting including the preparation of an annual report and financial statements to the Charities Regulator and our Auditors.

**Communications**

• Develop and implement an integrated campaign and media strategy, raising the Charity’s presence and profile.

• Manage the development and maintenance of effective channels of marketing and communication with all stakeholders and ensure effective internal communications.

**Person Specification**

**Qualifications**

• A Third Level qualification is desirable but not essential.

**Experience**

• Sound strategic planning and a track record of achieving targets.

• Experience of the Criminal Justice environment and an understanding of Restorative Justice

• Experience of developing strong external public relationships, promoting and representing an organisation.

• Securing funds and working with funding partners and grant making organisations.

• Experience of working or volunteering with people in detention or re-entering society.

• Proven record of leading teams or organisations to deliver high quality results.

**Knowledge**

• A deep understanding and empathy of the impact of crime on individuals and society.

• Understanding of issues relating to equality, diversity, health and safety and the safeguarding.

• Knowledge of funding methodology and related financial issues.

• An understanding of the key measures of financial management and control in a challenging environment.

**Skills**

• Strategic thinker with the ability to develop and articulate a clear vision.

• Leadership style, which encourages, motivates, inspires and develops staff and volunteers.

• Excellent communicator (both orally and in writing) with effective listening, influencing and negotiation skills.

• Excellent administrative, organisational and IT skills.

**How to apply**

If you would like to apply, please submit your CV and a covering letter to Pat McRann at info@release.ie or by post to Pat McRann, Release Prison Partnership, SPADE Enterprise Centre, St. Paul’s, North King Street, Dublin D07 CX22, by close of business on 11th August.

Release is a registered charity number 20107994. [www.release.ie](https://www.release.ie).