



REGIONAL MANAGER SOUTHERN REGION

Job Description

Le Chéile Mentoring

Le Chéile Mentoring works to make positive changes in the lives of young people who offend and their families, through the provision of Mentoring, Family Support and Restorative Justice Services. We provide tailored and flexible services with young people at the core. We work in partnership with the Probation Services and other agencies to reduce the level of crime in the community.

Our Vision: For every young person at risk - the right supports at the right time, to make the most of their lives

Our Mission: Le Chéile is a national, volunteer mentoring and family support service, which works with young people and their families, where the young person is involved in or at risk of offending.

For more information on Le Chéile, visit www.lecheile.ie

Role of the Regional Manager

The Regional Manager's role is to ensure that services are being delivered to the highest possible standard in their region, consistent with the Le Chéile Mentoring Strategy, compliant with relevant legislation and policy; that staff are supported and supervised effectively; that KPI's are being met on a consistent basis; that the organisation is positively promoted both internally to staff and volunteers and externally to stakeholders. The Regional Manager plays a key role in the overall management and strategic development of Le Chéile Mentoring.

Reporting to: the CEO

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Staff management

- Management and support of a team of Mentor Co-ordinators and other staff.
- Ensure that all staff receive regular support and supervision, performance management and annual appraisals.
- Ensure staff training needs are identified, responded to and that learning is promoted.
- Co-ordination and provision of regular team meetings with staff.
- Management of the recruitment and induction process for new staff.

2. Delivery of Services

- Ensure delivery of services, which meet quality and quantum outcomes, in your region.
- Ensure that all Le Chéile policy and procedures, legislation and statutory guidelines are being fully implemented within your area of responsibility and where necessary developing new policy proposals.
- Ensure that quality and best practice are adhered to in all aspects of the work.
- Quality assurance in relation to cases, i.e. ensuring that cases are following a best practice approach, are goal oriented and have regular case reviews built in. This should be done through regular case discussion (every 4-6 weeks) and through regular case file audits.
- Ensure that the protection and welfare of young people is a primary concern, supervise staff who undertake the Designated Person or Mandated Person role under the Children First National Guidance 2017, and ensure Le Chéile policies and procedures are fully adhered to.
- Ensure implementation of outcomes tools and recording systems.

3. Management

- Responsible for the management, delivery and development of Le Cheile's work with young people and families within your area of responsibility.
- Management of the CMS system (Salesforce) and Outcome measurement tools (Outcomes star).
- Analyse and report on data from Le Cheile's data systems to inform service delivery.
- Submit monthly statistics to the CEO, the Probation Service and other agencies as required.
- Participate in budget planning and manage approved budgets in line with Le Chéile financial procedures.
- Pursue appropriate funding opportunities, prepare and submit funding proposals and reports in consultation with the Accounts Manager and the CEO.

- Ensure that all case, financial and administrative records and files are maintained to a high standard.

4. Organisational

- Contribute to the management and strategic development of Le Chéile as a member of the management team.
- Ensure that services are planned, delivered and evaluated in response to the needs of young people and families with whom we work.
- Lead project developments which improve Le Chéile policy, practice, models of work or service development at regional and or national level.
- Promote co-operative and collaborative relationships with the Probation Service and a range of key stakeholders from the statutory and community sector.
- Support positive communications with staff, volunteers and the CEO.
- Undertake specific regional and organisational tasks from time to time.

5. Requirements of all Le Chéile staff

- Commitment to the vision, mission, values and policies of Le Chéile.
- Participate in regular supervision with your manager and report any matter of concern in a timely manner.
- Identify training needs with your line manager and participate in relevant training opportunities.
- To be flexible in regard to working hours to meet the needs of the work. Working during occasional weekends and evenings is required.

Note: This Job Description will be reviewed and updated in line with the needs of the work and Le Chéile Mentoring.

PERSON SPECIFICATION

Le Chéile Mentoring is looking to recruit a highly motivated person with excellent interpersonal, staff management and organisational skills, with a proven track record in these areas. We are looking for an experienced manager who can ensure the effective delivery and development of quality services regionally and nationally. This person should believe in the value of mentoring, restorative justice and volunteering, and be committed to providing a quality service to young people and their families and to the mentors who volunteer with us.

Essential Requirements:

- Degree in Youth and Community Work, Education, Social Work, Psychology, Social Science, or other related area.

- A minimum of 5 years post graduate work experience including at least 3 years in a management role.
- Experience of leading and managing a staff team.
- Experience of managing a youth or community project or organisation.
- Experience in and understanding of Youth Justice, Youth work or Restorative Justice and working with vulnerable young people and their families.
- Understanding of Child Protection policy and practice.
- Experience of working with statutory and community agencies.
- Strong data management and analysis skills, including experience in using CMS (preferably Salesforce) and or online outcomes tools
- Experience of managing budgets, funding applications and funder reports
- Initiative, problem solving and openness to change
- Strong interpersonal and communications skills
- Full clean Driving License and own car

Desirable Requirements:

- Postgraduate qualification in any of the above areas.
- Management training.
- Experience of mentoring.
- Case management experience.
- Experience working as part of a management team.
- Experience in Project planning and evaluation.
- IT skills and proficiency in Microsoft Office.
- Training and facilitation skills.
- Experience managing community partnership projects.

Additional information

The closing date for applications is 5pm Thursday 23rd of September 2021.

Applications to be sent by email to claudio@lecheile.ie

Application is by application form only & CVs will not be accepted. Please complete all fields of the application form.

Le Chéile Mentoring staff members are required to obtain Garda vetting as a condition of their initial and continued employment.

Le Chéile Mentoring is an Equal Opportunities Employer.

All documentation received by Le Chéile will be processed in accordance with the Data Protection Acts, 1988 and 2003 General Data Protection Regulation (GDPR; 2018). The information will only be used in the processing of job applications and for ongoing administrative purposes with job candidates.

TERMS AND CONDITIONS

Salary: The salary range for the Regional Manager role is €55,000 - €66,000, commensurate with experience.

Job location: The post is based in Limerick city. At present we are working from home and the office location when necessary, in accordance with HSE regulations. The Regional Manager is responsible for services in the southern regions and occasional travel will be required to these and other locations nationally.

Annual leave: 26 days, exclusive of public holidays, plus an additional day per year of service up to a maximum of 30 days.

Education and training: Ongoing CPD opportunities, financial support for further education and study leave.