A group of people on a rope

Description automatically generated with low confidence

**Chief Executive Officer**

Le Chéile Mentoring is looking to appoint a new CEO to lead the organisation and continue to grow and develop the organisation’s services and programmes. This is an exciting opportunity for an experienced leader to work alongside the Board and the staff team, to make a difference in the lives of vulnerable young people and their families.

**Our Vision**

Our vision is that every child and young person, Le Chéile Mentoring works with, will be supported and empowered to realise their hopes and dreams.

**Our Mission**

Le Chéile Mentoring is a national, volunteer mentoring, restorative justice and family support service, which supports children, young people and their families, where the child or young person is involved in or at risk of offending. We provide tailored supports, in partnership with other organisations, working along-side children, young people and their families, to enable them to reach their potential now and into the future.

For more information on Le Chéile, visit [www.lechéile.ie](http://www.lechéile.ie)

### **Job** **Description**

**Role of the CEO**

The role of the Chief Executive Officer is to provide leadership and operational management of Le Chéile Mentoring, within the strategic, policy and accountability frameworks laid down by the Board.

**Reporting to** the Chairperson of the Board of Directors.

### **Principal duties and responsibilities**

**Strategy and Leadership**

* Provide effective leadership to the organisation and team, ensuring alignment and focus on achieving the organisation’s strategic objectives and goals.
* Ensure the implementation of the Le Chéile Mentoring Strategy 2024 to 2028 in collaboration with the Board.
* Provide leadership and vision to ensure that Le Chéile operates professionally and to the highest quality standards, consistent with our mission and values.
* Provide a strategic focus on the delivery of services that are responsive to the needs of the young people and adults whom we support.
* Ensure the organisation’s relevance, sustainability, and impact within Le Chéile’s field of operation.
* Act as the organisation’s primary public representative and advocate, promoting our mission and values to all relevant external stakeholders.

**People Management**

• Ensure the implementation of employment related, HR, volunteer and organisational policies.

• Promote a culture that reflects Le Chéile’s values, encourages excellence, effective communications and teamwork.

* Lead the Management team, motivating and supporting them to achieve ambitious outcomes individually and organisationally.
* Oversee all staff recruitment, staff management, staff appraisals, in accordance with best practice and HR requirements.

**Financial Management**

* Oversee the financial operations of Le Chéile in accordance with Le Chéile’s policies and ensure compliance with legal and Charity Regulator requirements .
* Ensure that annual budgets are developed, implemented and monitored and that funding is spent efficiently and effectively in pursuit of the organisation’s goals and funder requirements.
* Oversee financial management including budgeting, funding proposals, management accounts, procurement, audit and financial reporting to funders as required.
* Ensure fundraising and philantrophic plans are carried out, in line with the Le Chéile strategy.

**Operations**

* Oversee the design, delivery, and quality of programmes and services provided by Le Chéile.
* Ensure that the protection and welfare of children is of paramount importance for Le Chéile.
* Ensure the development and implementation of annual operational plans which are aligned with the Strategic plan.
* Ensure compliance with legal, regulation and organisational policies.
* Ensure the collection and analysis of outputs and outcome data which measures the impact of Le Chéile’s programmes; refine or change programmes in response to that information.
  + Stay abreast of sectoral trends and developments related to Le Chéile’s work and develop organisational capacity for innovation
* Ensure that all material risks to the organisation are understood, maintained in a risk register, monitored and where possible mitigated.

**Networking & Relationships**

* Serve as the primary spokesperson and representative for Le Chéile.
* Maintain and develop relationships with key partner and funder agencies.
* Ensure close collaboration with the Probation Service, who are the primary funder and partner.
* Ensure the development and implementation of an organisational Communications strategy.
* Act as an advocate on issues relevant to Le Chéile and participate in relevant networks and fora.

**Board Support and Administration**

* Work closely with the Chairperson in the planning and operation of the Board.
* Organise and attend all Board meetings, AGM and sub committee meetings.
* Provide the Board with the information needed for the proper discharge of the Board’s duties.
* Report to and advise the Board in relation to organisational performance, policy developments, opprtunities and challenges.
* Work with the Board to ensure that Le Chéile maintains full compliance with the Charities Governance code and other legal and regulatory requirements.
* With the Chairperson, assist in the selection and induction of new Directors.
* Any other duties as deemed appropriate by the Board of Directors.

**Note:**

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

### **PERSON SPECIFICATION**

**Essential Requirements:**

Minimum relevant degree in a related area to the work.

Demonstrated leadership experience in a not-for-profit at senior manager or director level in an organisation working with disadvantaged communities or other relevant experience.

Strong leadership and people management skills

Proven ability to develop and implement strategy.

Proven track record in financial management, and securing funding from statutory and philanthropic sources.

Experience of working with statutory/public sector agencies.

Strong understanding of the Charities Governance Code.

Experience of working effectively with a Board of Directors.

Excellent interpersonal and communication skills, with a history of stakeholder engagement, advocacy and public representation.

Commitment to the values and mission of Le Chéile Mentoring.

**Desirable Requirements:**

Knowledge and experience of youth justice, restorative justice and or family support.

Knowledge and experience of research and evaluation.

### **Terms of Employment**

**Term of Contract:** Contract of indefinite duration, subject to funding.

**Hours:** 37 hours per week. Flexible working hours including some evenings and occasional weekends.

**Remuneration:** Commensurate with experience within a range of €73,000 to €89,500.

**Pension:** Employer contribution to PRSA.

**Annual Leave:** 27 days per annum, + 1 day for every year up to 30 days, plus Good Friday.

**Employee Assistance Programme.**

**Continuous Professional Development opportunities**

**Location:** The Office is located in Dun Laoghaire, Co Dublin. Le Chéile has a blended working policy in operation.

**Probation period:** 6 months

**Note:** Clean Driving License and access to a car required.

**Applications** **on Le Chéile application form to ceorecruitment@lecheile.ie**

**Closing date**: 5pm on March 31st 2025.

**First interviews** will be held on April 8th 2025.

*Le Chéile is an equal opportunities employer and values diversity. All applications will be treated with the strictest confidence.*