YOUTH WORK IRELAND

JOB DESCRIPTION / PERSONAL SPECIFICATION

Position: Interim Assistant Chief Executive Officer

Function: The ACEO will **work closely with the Chief Executive Officer to provide strategic and operational leadership and direction for the organisation. They will provide expertise in areas such as operational planning, internal policy development and implementation, youth work theory and practice, budgeting, compliance and HR planning and management to internal Youth Work Ireland federation stakholders.**

A critical element of the role is to prepare annual funding applications to the Department of Education and Youth (and other funders), to operationalise the dispersal of grants to Member Youth Services and National Office and to ensure, through governance and compliance systems, that grants are spent for the purpose for which they were intended.

Providing operational support to the boards and senior management of Member Youth Services as required is also central to the role.

Reporting to: Chief Executive Officer.

Responsible for the line management of the following functions: Head of Voluntary Clubs and Programmes, IT and Compliance Manager, Participation Officer, Participation Coordinator, UCC Lecturer and Senior Youth Worker (Justice).

Liaising with: Member Youth Services - and acting as conduit between the National Management Team, Project Management Team, National Office staff, Member Youth Services, and the Board.

Duties and Responsibilities

Strategy

- To work closely with the CEO to create and communicate Youth Work Ireland's vision and ensure that strategic and operational plans support this vision.
- To ensure that the organisation's development is aligned to the strategic plan.
- To work with the CEO, Managment Team and Project Managment Team to ensure that the organisation is on target to meet its plans and associated budgets.
- To keep up to date with best practice and current thinking regarding youth work.
- To work with the CEO and Managment Team to influence relevant social policy and legislation.
- To ensure that international best practice in youth work is available to members.
- To work with the Head of Youth Work Practice and other key members of the Managment Team designing new funding models.

Operations and Services

- To demonstrate strong leadership and operational direction.
- To motivate, manage, support and supervise assigned staff members.
- To work with the Managment Team and the Project Managment Team to ensure that they both deliver against the operational work plan.
- To oversee and manage HR systems and processes.
- To maintain appropriate performance measurement systems.
- To oversee all areas of service delivery, ensuring appropriate compliance.
- To actively participate in the Managment Team and the Project Managment Team and ensure that goals are on track.
- To manage risk and understand, identify and reduce it where possible.
- To promote the services of Youth Work Ireland to relevant others.
- To work with the CEO and Managment Team to ensure regular organisational evaluations are carried out and corrective action is taken where required.
- To manage and control departmental expenditure within agreed budgets.
- With the Head of Youth Work Practice, to be responsible for quality assurance processes within the organisation.
- To be the designated Child Protection Officer for the organisation.
- To be responsible for Garda Vetting for the Federation.
- To liaise between Member Youth Services, the Board (when appropriate) and its subgroups, the Federal Leadership Group, MYSs' CEOs and National Office staff.
- To act as Secretariat to Board sub groups as assigned.
- To assist in the co-ordination of the Federal Leadership Group
- To review processes and systems regularly.
- To undertake any other duties which may reasonably be requested.

Subject to annual review, the job description may evolve over time.

Person Specification

Experience and Education

- At least five years' successful senior management experience, preferably in a youth work or non-profit organisation.
- Relevant professional qualification.
- Significant people-management experience.
- HR experience.
- In-depth knowledge of relevant legislation and public policy and an understanding of the youth sector and youth work practice.
- In-depth understanding of the voluntary sector and governmental and regulatory bodies.
- Experience of working in partnership with a range of external agencies.
- Success in managing change in a complex and diverse organization.
- Policy development experience.
- Success in identifying strategies to address trends which impact on an organisation.
- Experience of risk managment, quality systems, and project and performance management.
- Experience of preparing and managing significant budgets.
- Strong successful track record in preparing funding applications and on reporting on progress to funders.

- Experience in overseeing compliance systems.
- Extensive knowlege of safeguarding law and policy and particularly the implementation of robust safeguarding systems within organisations.
- Experience of working with the media.
- Knowledge of health and safety law and policy.

Competencies

Strong leadership skills.

- Consensus-building skills.
- Excellent negotation skills
- Excellent planning, project-management and evaluation abilities.
- Strong numeracy and statistical analysis skills.
- Significant financial acumen.
- Strong communication skills with an ability to influence at a senior level.
- Strong partnership and team-building skills.
- Skills in managing behaviour and providing appropriate interventions.
- Strong decision-making skills.
- Ability to critically think and to reflect on practice.
- Excellent problem-solving skills.
- Strong time-management and task-prioritisation skills.
- Ability to negotiate with and influence key stakeholders.
- Ability to cope in pressured environments.