

ADVERT ID 228849

General

Candle Community Trust

Lynch's Lane Ballyfermot

MAIN DETAILS

Status: Deactivated
Level: Other Education
Date Posted: Mon Jan 6 2025 17:01:52
Application Closing Date: Fri Jan 17 2025
Status of Post: Permanent
Number of Vacancies: 1

POST DETAILS

Title:
Director

Description:

Candle Community Trust invites applications for the post of Director. The Trust is seeking to appoint a new Director/CEO who will provide the inspirational and strategic leadership that will lead Candle through the next stage of its evolution while remaining strongly committed to the core ethos, values, and direction of the organisation. This is an exciting opportunity to lead a dynamic and vibrant organisation in the voluntary sector. An opportunity to work alongside a skilled Board of Trustees and to join a staff team of committed and dedicated professionals. A chance to make a real difference in the lives of young people.

If you are an ambitious leader with the ability to plan strategically and translate that into effective operational practice, then this may be a role of interest to you.

Candle Community Trust is a registered charity, providing educational, developmental, and therapeutic programming. Candle is committed to creating and delivering a comprehensive best practice service to meet the needs of young people and their families who experience disadvantage and marginalisation. The Trust aims to provide a context for the physical, emotional, intellectual, social, and spiritual growth of the person.

The successful candidate will benefit from a supportive, progressive work environment.

Competitive terms and conditions, including salary and annual leave, are on offer. Additional benefits are available including professional development opportunities and employee assistance programme.

Application:

Please send a Cover Letter, CV and completed Application Form to
Recruitment@candletrust.ie

Closing date for receipt of application is Friday, January 17th, 2025

First Interviews will be held the week of February 3rd, 2025

DIRECTOR, CANDLE COMMUNITY TRUST

PERSON SPECIFICATION

Qualifications & training

- Degree Level qualification in education, youthwork, social care practice, psychology or a related discipline
- Qualification in leadership/management desirable
- Minimum of 5 years working in an education or youthwork setting with 3 years management experience
- Taking advantage of regular training in the role
- Training in Trauma Informed Organisations and Practice is desirable

Experience

- Experience in the fields of youthwork and/or education
- Competencies in developing strategic plans and in implementation of annual operational plans

- Proven track record in programme planning and implementation
- Understanding of trauma informed approaches and trauma informed organisations
- Knowledge of working therapeutically with young people and families
- Familiarity with, and understanding of, the youth justice sector
- Working with and developing strong relationship with key stakeholders

Leadership

- Being the 'guardian of the vision and ethos'
- Ability to build and sustain a co-operative, respectful and inclusive organisational culture
- Proven experience of successfully leading a team
- Highly effective leadership and management skills
- Developing a strong team collaboration with leaders and fostering a positive work ethos
- Experience of working with and developing strong relationship with stakeholders
- Demonstrate successful performance management of team towards outcomes

Thinking ability

- Able to see the bigger picture and context within which Candle operates and understand how to act positively
- A strategic thinker who can analyse and process complex information and data quickly and rigorously in order to make effective decisions
- Thinks creatively and imaginatively to solve problems and identify opportunities
- Celebrates diversity and makes decisions to actively promote inclusion
- Able to articulate and define a clear vision for the future

Personal Effectiveness

- Visible and approachable, emphatic and enjoys engaging with young people, families, staff and wider community
- Consistent, predictable and reliable
- Skills, experience and values requisite for working with young people, including challenging behaviour
- Resilient and robust whilst also showing compassion
- Sound ethical judgement and prioritise issues/risks effectively
- Able to inspire and motivate high levels of performance among participants and staff
- High levels of personal organisation with excellent time management
- Able to develop and maintain an inclusive and collaborative ethos
- Able to make clear and transparent decisions about the direction of the Trust
- Excellent verbal and writing skills with the capacity to report/make presentations on various aspects of the organisation to stakeholders (as required)

Interpersonal relationships

- Demonstrates a variety of leadership styles and management approaches according to context
- Ability to establish positive and productive working relationship with a wide range of stakeholders
- Effectively engage and communicate at all levels
- Foster a culture that values fairness, inclusiveness and diversity
- High level of self-awareness with the capacity to effectively and sensitively manage difficult situations
- Demonstrate a firm commitment to Candle's ethos, vision and mission
- Work flexibly in collaboration with the Board of Trustees, staff and participants
- A sense of humour

JOB DESCRIPTION

Director

Candle Community Trust

Accountable and Reporting to: The Board of Directors of Candle Community Trust

Principal Duties and Responsibilities:

Strategic Vision and Leadership

- Providing inspirational leadership and vision to ensure Candle Community Trust operates professionally and to the highest standards of best practice
- Embodying and upholding the culture, mission, and values of Candle, assuring their centrality in all aspects of organisational strategy, development and operations
- Thinking strategically, creatively, and ambitiously in developing the organization into the future
- Continue to build the profile of Candle as a centre of excellence in Trauma Informed Care and Practice
- Ensure the realisation of the Candle Strategic Plan 2024 -26 and lead out implementation and ongoing monitoring of outcomes
- Maintain a clear focus on delivering Candle's current methodologies, namely trauma recovery model, restorative practice, and empowerment model
- Provide a strategic focus and expertise in the delivery of programmes and services that are centred on young people and local communities, and responsive to current and changing needs
- To be responsible for the leadership of a high performing leadership team, maintaining a culture of excellence which supports strong cohesion, effective communication and facilitates meaningful collaboration

- Analysing sectoral trends and developing organizational resilience and capacity for innovation

People Management

- To sustain a culture of respect, integrity, and right relationships among the staff team, recognizing that Candles' greatest resource is its staff and volunteers.
- To maintain an inclusive and collaborative culture, underpinned by the values and principles of a trauma informed organisation
- To lead a culture of excellence which support strong cohesion, effective communication and facilitates meaningful collaboration
- To lead the senior leadership team, motivating, empowering, and supporting them to attain ambitious outcomes which maximise the educational and personal development of participants
- Lead, motivate and develop staff, ensuring that individual staff accountabilities are clearly defined and agrees, and are subject to evaluation and appraisal
- Assuring a work environment that recruits, retains, and supports quality staff and volunteers
- To continuously maintain robust HR policies, practices, and procedures in accord with best practice and legal requirements
- To promote the value of health safety and welfare within Candle, maintaining safe work practices for all
- To recognize that the protection and welfare of children is of paramount importance for Candle and ensure that child safeguarding permeates all aspects of the work of the project

Stakeholders and Community Relations

- Maintain and nurture strategic relationships and effective partnerships with key stakeholders
- To foster the important relationship with funding agencies, particularly the Probation Service, Department of Justice, CDET, CDYS and TUSLA
- As a Community Based Organisation (CBO) to collaborate closely with Probation Service Personnel in delivering on a shared vision and agenda
- To recognize the importance of the 'voice of the young person' as a key stakeholder
- Ensure the representation of Candle to the wider community and to other agencies: statutory, voluntary and commercial
- Facilitating the integration of Candle into the fabric of the local community through meaningful collaboration and effective communications
- Acting as an advocate and spokesperson for issues relevant to Candle, its participants and services

Operations and Services

- To sustain and develop the wrap-around model of service provision at Candle and lead out the full expression of the Educational, Developmental and Therapeutic Programming
- To maintain a rigorous emphasis on trauma informed programming with particular focus on sustainable outcomes for young people and families
- Developing annual operational plans which incorporate the design, implementation, and review of service provision, and are aligned with the Strategic Plan
- Assuring programme quality through the implementation of standards and controls, systems, and procedures with regular evaluation
- Ensuring all day-to-day operations and programmes are professionally and efficiently organised in accord with the 3 key Candle methodologies
- Prioritization of child safeguarding, risk assessment and health and safety in all service provision
- Analysing sectoral trends and developing organizational resilience and capacity for innovation

Finance

- Overseeing the fiscal activities of the organisation to the highest standards of best practice, in accord with Candle financial policies and procedures and the Charity Regulator
- Maintaining robust financial internal controls and procedures, and regularly benchmarking against best practice
- Ensuring, in collaboration with the Board and the Management Team, that: -
? Annual Programme budgets and financial strategies are developed, implemented and carefully monitored
? Funds are deployed effectively and efficiently in pursuit of the organisation's goals and in accordance with the funder's intentions.
- Financial management including budgeting, controls, management accounts, audit, financial reporting to funders and other relevant stakeholders
- Ensuring the effective procurement of financial resources (i.e. through statutory, voluntary, and fundraising sources) as are required to meet the current and ongoing development needs of Candle.

Governance and Accountability

- Reporting to the Candle Board of Trustees, cultivate a strong and transparent working relationship
- Ensuring open communication with the Board about all governance, financial, strategic, and operational aspects of the organization
- Working with the Board to assure compliance with legal and regulatory requirements
- Informing the Board and its committees of trends, issues, problems, and opportunities in order to facilitate policy making and recommending strategic and policy positions to the Board
- Maintaining full compliance with the Charities Governance Code, incorporating systems and

processes to ensure the charity achieves its charitable objectives with integrity and is managed in an effective, efficient, accountable, and transparent way.

- Assist in building a diverse and inclusive Board membership

Facilities Management

- Provide a safe and secure working environment for young people, staff, visitors
- To maintain Candle as a facility in tune with trauma informed principles
- To keep child safeguarding and health and safety at the heart of all aspects of facilities management
- Keep property-led operations running as smoothly as possible
- Oversee and manage activities like catering, cleaning, building, garden and grounds maintenance, environmental services, security and reception.
- Ensure buildings, garden and recreational spaces operate within a set budget
- Engaging contractors to carry out hard and soft facilities management services as and when needed
- Ensure the building's layout and space is used to its full potential

Other Duties

- Carrying out any other duties as may be deemed appropriate by the Board of Trustees

What Candle Community Trust offers:

- An exciting opportunity to lead a dynamic and vibrant organisation in the voluntary sector.
- An opportunity to work alongside a skilled Board of Trustees and to lead a staff team of committed and dedicated professionals.
- A chance to make a real difference in the lives of young people.
- Supportive and engaging work environment
- A newly developed campus with excellent facilities
- Continuous professional development opportunities
- Employment Assistance Programme
- Generous annual leave allocation
- Salary: €75k+ (depending on experience) - based on an appropriate salary scale for the position

Application:

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Recruitment@candletrust.ie

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Candle Community Trust is an Equal Opportunities Employer

APPLICATION REQUIREMENTS

- Letter of Application
- Application Form
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Apply To:	Recruitment@candletrust.ie
County:	Dublin
Postal District:	Dublin 10
Enquiries To:	n/a
Further Information:	https://www.candletrust.ie
Application Form:	Application Form - Director, Candle Community Trust .pdf

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