

Position:	Chief Executive Officer	
JOB DESCRIPTION		
Accountable and Reporting to:	The Board of Directors of Youth Work Ireland North Connaught and in particular, on a day-to-day basis, to the chairperson of the board.	
Principal Duties and Responsibilities:		
Strategic Vision and Leadership	<ul style="list-style-type: none"> • Providing inspirational leadership and vision to ensure that YWI North Connaught operates professionally using proven methodologies to work on quality improvement across all service strands • Developing strategies and processes which ensure organisational stability while managing transition and change • Embodying and upholding the vision, mission and values of YWI North Connaught and assuring their centrality in all aspects of organisational strategy, development and operations 	
People Management	<ul style="list-style-type: none"> • Provide a strategic focus, expertise and practical assistance to the Board towards the development, support and delivery of programmes and services that are centered on young people and local communities and responsive to their current and changing needs • Specifying accountabilities for management personnel, evaluating performance regularly and providing for management development • Managing and overseeing the team to ensure the effective management, supervision and professional development of all staff • Assuring a work environment that recruits, retains and supports quality staff and volunteers 	
Stakeholder and Community Relations	<ul style="list-style-type: none"> • Develop strategic relationships and effective partnerships with key stakeholders • Ensuring the representation of YWI North Connaught to the wider community and to other agencies: statutory, voluntary and commercial, including appropriate regional representation within the constituent bodies of Youth Work Ireland • Facilitating the integration of YWI North Connaught into the fabric of the communities it serves through effective promotional and communications activities • Acting as an advocate and spokesperson for issues relevant to YWI 	

	North Connaught, its service users, services and constituent communities
Planning and Development	<ul style="list-style-type: none"> • Facilitating the ongoing management and development and overseeing the co-ordination and implementation of the strategies and services of YWI North Connaught • Overseeing the design, implementation and evaluation of an Annual Youth Services Plan that is responsive to current circumstances • Facilitating the implementation of a 4-year Strategic Plan for YWI North Connaught • Analysing sectoral trends and developing organizational resilience and capacity for innovation
Strengthening Infrastructure and Operations	<ul style="list-style-type: none"> • Ensuring all day-to-day operations and programmes are professionally and efficiently organised and meet the required needs and objectives • Developing, implementing and monitoring the administration of the day to day operations and ensuring appropriate systems are in place to meet service requirements • Facilitating improved internal collaboration and strengthening internal communications with staff throughout the organisation • YWI North Connaught assuring programme quality through development and implementation of standards and controls, systems and procedures and regular evaluation
Financing	<ul style="list-style-type: none"> • Overseeing the fiscal activities of the organisation, including budgeting, management accounts, reporting and audit • Ensuring, in collaboration with the Board and the Management Team, that; <ul style="list-style-type: none"> -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. • Ensuring the effective procurement of such financial resources (i.e. through statutory, voluntary and fundraising sources), as are required to meet the current and ongoing development needs of YWI North Connaught.
Governance and Accountability	<ul style="list-style-type: none"> • Preparing an Annual Report for the Board and Membership of YWI North Connaught. • Cultivating a strong and transparent working relationship with the Board, ensuring open communication about the measurement of financial, programmatic and impact performance against stated goals • Building a diverse and inclusive Board representative of the community that is highly engaged and connected with the membership of the organisation • 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 • Working with the Board to assure compliance with legal and regulatory requirements

	<ul style="list-style-type: none"> Fully participate with Youth Work Ireland Federal structures to ensure that our services are enhanced and supported by best practice and that we co-operate with YWI members to influence public policy in the area of youth.
Other Duties	<ul style="list-style-type: none"> Carrying out any other duties as may be deemed appropriate by the Board of YWI North Connaught.



An Roinn Leanaí, Comhionannais,
Míchumais, Lámhálirtíochta agus Oige
Department of Children, Equality,
Disability, Integration and Youth



léargas



An Roinn Dlí agus Cirt
Department of Justice

