



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 agreed, 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:

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 on the week of February 3rd, 2025

Candle Community Trust is an Equal Opportunities Employer

Candle Community Trust 2024