

CHIEF EXECUTIVE OFFICER

CANDIDATE BRIEFING DOCUMENT



2into3
Transforming Social Impact

May 2024



ABOUT SCOUTING IRELAND

Scouting Ireland operates as a voluntary, non-formal educational movement with 38,000 youth and adult members across Ireland.

Their programmes focus on a system of progressive self-education, known as the Scout Method, which aims to nurture the mental, physical and holistic growth and development of young people of all ages.

They operate in over 430 communities across the 32 counties of Ireland and are supported by a staff of approximately 50 professionals working in various areas.

For further information, please visit <https://www.scouts.ie/>.



MISSION

Scouting Ireland is dedicated to enabling and empowering young people to realise their potential through its core values based on the Scout Promise and Law, fostering active citizenship and helping create a better community, society and world.

VISION

The aim of Scouting Ireland is to encourage the social, physical, intellectual, character, emotional and spiritual development of young people so that they may achieve their full potential and, as responsible citizens, to improve society.

VALUES

Scouting fosters a value system based on the Scout Promise and Law. This value system becomes how a Scout lives and engages with others.

FINANCES

Scouting Ireland has an annual budget of approximately €4.6 million.

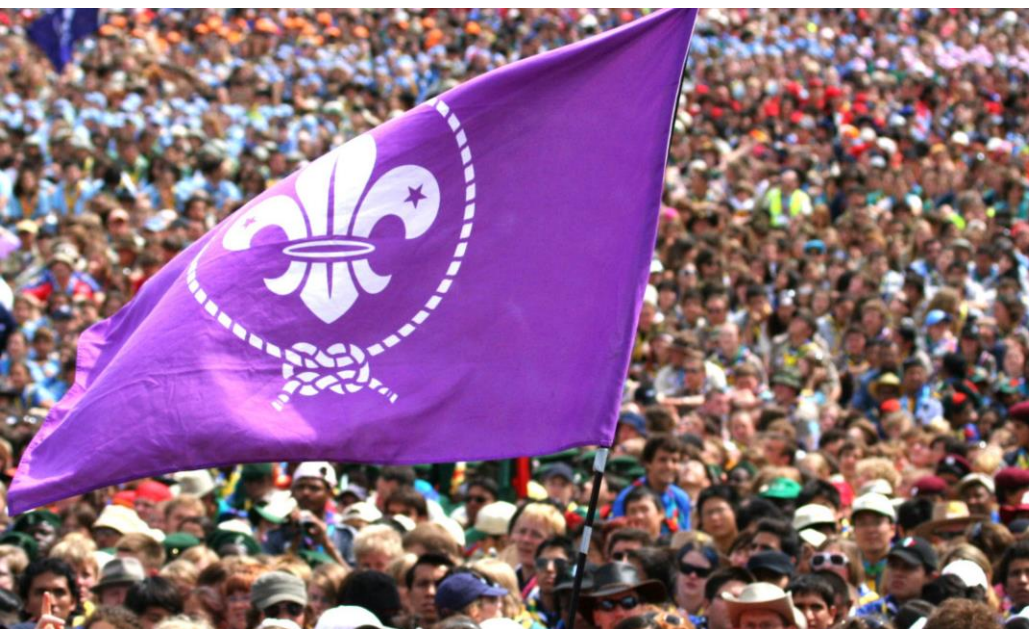
GOVERNANCE

Scouting Ireland is led by the Board of Directors and governed by its membership, i.e. the individual Scout Groups. Scouting Ireland is a company limited by guarantee and is registered with the Charities Regulator.

CONTEXT FOR APPOINTMENT

Scouting Ireland wish to appoint a new Chief Executive Officer, who will provide strategic direction and ensure the effective operations of the organisation.

The Chief Executive Officer will provide management to the staff in the National Office and the volunteers who support the members in fulfilling the organisation's mission across the provincial regions.



THE POSITION

Title	Chief Executive Officer
Reporting to	Board of Directors
Direct Reports	5 Senior Managers (<i>Finance and Compliance, Volunteer Resource Management & Group Support, Information and Communication Management, Corporate Services, and Programme Services</i>).
Place of Work	National Office, Larch Hill, Dublin 16 (<i>hybrid working arrangements available with up to 2 days remote; some travel in line with the requirements of the role</i>).
Contract Type	Permanent, subject to 6-month probation

ROLE SUMMARY

The Chief Executive Officer of Scouting Ireland will have overall responsibility for the organisation's direction, management and administration, ensuring the provision of high-quality services to young people. Reporting to the Chairperson and the Board of Directors, the Chief Executive leads the senior management team, which includes the Safeguarding Programme, Volunteer Support, Operations, Finance, and the national scout centres.

They will also be required to represent the organisation publicly and develop and maintain strong positive relationships with members, the board, senior management, professional staff and volunteers, and a variety of other stakeholders, representing the interests of young people and their families.

Strategy & Operations

- Reporting directly to the Board of Directors to ensure the mission and aims of Scouting Ireland are realised and implemented.
- The overall management and administration of the organisation across the various provincial regions in which membership services are delivered.
- Ensuring sound and efficient financial management and accountability for organisation funds.
- Maintaining the highest standards for the non-formal education and training of members, staff and volunteers.
- Ensuring all employees and volunteers comply with the overall policies of Scouting Ireland and other policies issued concerning specific aspects of membership and service delivery.
- Managing membership services efficiently and effectively, ensuring that budgetary and personnel levels are not exceeded.
- Ensuring compliance with essential matters such as Company and Employment Law, financial regulations and the Code of Good Governance for Type "C" organisations.
- Ensure Scouting Ireland has sustainable funding to run and support its programmes in collaboration with the Fundraising Subcommittee.



External Relationship Management

- Ensuring a positive environment is created and maintained within Scouting Ireland, which is conducive to the well-being of members.
- Maintaining a good working relationship with:
 - The Chairperson and members of the Board of Directors
 - The Management Team
 - Government Departments as necessary
 - Other important stakeholders
- Engaging with National Representative bodies as necessary.
- Keeping abreast of new developments about providing services to youth in general.
- Promoting good public relations between the organisation and the general public.

Internal Relationship Management

- Ensure that members and their families have a voice in the delivery of services.
- Ensure that the culture throughout the organisation promotes the highest quality Scouting across all areas.
- Through the various functional officers within the organisation, ensure the highest standards of practice, care, and efficiency are maintained.
- Provide the Board with all relevant, accurate, and timely information and advisory guidance required to oversee the effective operation of Scouting Ireland and the delivery of member services.
- Is accountable to the Board as the Accounting Officer for the organisation so that its financial affairs are conducted with appropriate integrity, stewardship and accountability.
- Ensure that the philosophy and mission of Scouting Ireland and the core values affect members, volunteers and staff.

Leadership

- Provide leadership in implementing decisions made by the Board of Directors.
- Providing effective direction, leadership and strategic vision.
- Ensuring that Scouting Ireland's mission is the primary focus and driver of membership service provision.
- Ensuring that member policies, procedures and guidelines are strictly adhered to.
- Carry ultimate accountability for the risk management and safety of services delivered.
- Strong leadership in corporate governance so that the organisation is accountable and transparent in its dealings with all stakeholders, both internal and external to the organisation.
- Ensure the structure of the organisation and the resources are utilised to best effect to maximise strategic and operational effectiveness.
- Provide a positive and inspiring leadership approach to ensure buy in and commitment to the vision by all staff.

Governance, Regulatory and Compliance

- Ensure that member services comply with all regulatory bodies and that any failings are brought to the attention of the Board of Directors and appropriate authorities.
- Keeping abreast of changes in Government policy and best practices and ensuring that member service models are aligned accordingly.
- Ensuring legislative compliance across all areas, including, e.g., safeguarding legislation, company law, employment law, Health and Safety, data protection, etc.
- Ensuring adherence to sound financial management in using funds and cost control compliance.
- Ensuring that obvious guidelines are in place and implemented as necessary for the Protection of Children and vulnerable adults.
- The Chief Executive Officer is responsible for all matters of service provision. Policy development is the responsibility of the Board of Directors and its appointed Sub-Committees.

These duties are a general guide to the responsibilities of the CEO. They are neither definitive nor restrictive. The post-holder may be required to undertake other duties commensurate with the post, as designated by the Board of Directors.

After 6 months in the role, you will be expected to be working towards the following KPIs and priorities:

- ✓ Build a positive relationship with all internal and external stakeholders.
- ✓ Demonstrate an understanding of the staff-volunteer relationship and the implications of being a membership organisation.
- ✓ Engage with staff and volunteers to ensure that responsibilities and accountabilities are clear and review staff competencies, development needs and additional supports needed.
- ✓ Review the strategic plan and progress report on its implementation.
- ✓ Identify the strategic priorities for Scouting Ireland.
- ✓ Preparation of the CEO one year work plan.
- ✓ Review staff compliment and structure and make recommendations to strengthen a future focused delivery model.
- ✓ Review Scouting Ireland's finances and make recommendations to enhance its financial well-being.



PERSON PROFILE

Scouting Ireland are seeking a dynamic and committed Chief Executive Officer, who is passionate about youth development and has a deep appreciation for the outdoors.

As the leader of a national organisation, the successful candidate will possess an innate ability to motivate, lead and inspire those around them and foster a positive and collaborative organisational culture.

The ideal candidate for this role will have strong financial, legal and commercial acumen and will have significant experience at Chief Executive or an appropriate senior management level, responsible for service provision, staff and operational budgets of a relevant size.

CORE COMPETENCIES AND SKILLS



Core Competencies	Essential	Desirable
Experience in a not-for-profit or volunteer-based environment would be a distinct advantage, as would a knowledge of youth development.		✓
An academic qualification in a relevant field.	✓	
Excellent leadership, strategic and communication skills, a sense of vision and the ability to implement organisational change.	✓	
The ability to generate alternative ideas and a capacity to manage sensitive situations as they arise.	✓	
An ability to motivate and manage a highly committed team of professional staff.	✓	
Ability to gain rapport with and relate to various audiences internally and externally.	✓	
A positive outlook with resilience and persistence in the face of barriers and setbacks.	✓	
A proven track record of leading innovation and service improvement initiatives.	✓	
An affinity with the mission and values of Scouting Ireland as a uniformed youth movement.	✓	
Flexible in approach to working life, with the ability to attend meetings outside of normal working hours.	✓	
Own car / access to a car and clean driving licence.	✓	

REMUNERATION

A competitive salary commensurate with experience is offered for this position.

Non-pay related benefits include:

- 30 days Annual Leave
- Income protection insurance
- Employer pension contribution (7%)
- Death in service benefit
- Travel and subsistence allowance (Civil Service rates)



APPLICATION PROCESS



Recruitment for this role is being managed exclusively by 2into3.

If you are a determined leader looking to take on a challenging and rewarding role, please send your CV and cover letter outlining your suitability for the role (in Word document format only) to Orla Dolan.

All enquiries regarding the role will be held in strictest confidence.

Closing date for applications is **Monday, 10th June 2024**.

- **Email** **orla.dolan@2into3.com**
- **Address** **Huckletree in The Academy, 42 Pearse St, Dublin D02 YX88**
- **Telephone** **+ 353 86 792 4696**
- **Website** **www.2into3.com**

Scouting Ireland is an equal opportunities employer and welcomes suitably qualified applicants from all sections of society. We therefore welcome applications from suitably qualified candidates, irrespective of gender, disability, marital or parental status, racial, ethnic or social origin, colour, belief, religion or sexual orientation.

At 2into3, we endeavour to make all reasonable accommodations to facilitate the participation of candidates with disabilities in the recruitment process. Please let us know if you require any specific accommodations.