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*Without the support of my mentor, I can honestly say, I would not have made the progression I have.*



Young Person  
Le Chéile Mentoring

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# CHIEF EXECUTIVE OFFICER

## Candidate Briefing Document



# ABOUT LE CHÉILE MENTORING

As the national volunteer mentoring and family support service, Le Chéile Mentoring plays a vital role in fostering positive change in the lives of young people who are involved in or at risk of entering the justice system.

Working in close partnership with the Probation Service and other statutory and community organisations, Le Chéile delivers impactful, evidence-based mentoring and restorative justice services that support personal development, reduce offending behaviour, and strengthen family relationships.

For more information on Le Chéile, visit [www.lecheile.ie](http://www.lecheile.ie)



## VISION

Our vision is that every child and young person, Le Chéile works with will be supported and empowered to realise their hopes and dreams.

## MISSION

Le Chéile Mentoring is a national, volunteer mentoring, restorative justice and family support service, which supports children, young people and their families, where the child or young person is involved in or at risk of offending. We provide tailored supports, in partnership with other organisations, working along-side children, young people and their families, to enable them to reach their potential now and into the future.

## GOVERNANCE

Le Chéile are a registered charity and CLG. The organisation is overseen by a voluntary Board of Directors (10) and 3 subcommittees (Governance; HR & Finance; Communications & Fundraising).

## RESOURCES

In the year ending 31 December 2023, Le Cheile had an annual income of €1,561,406 and expenditure of €1,536,179, primarily funded by the Department of Justice, through the Probation Service. The budget for 2025 is c.€ 1.9 million. Le Chéile is supported by a staff team of 24 and c. 250 volunteers who enable the organisation to achieve its strategic objectives.

# ABOUT LE CHÉILE MENTORING

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## VALUES

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- We believe in the rights and potential of every child and young person to make positive changes in their lives and to be actively involved in that process.
- We believe in the power of volunteer mentoring.
- We are committed to a restorative approach.
- We value partnership with children, young people, families and other organisations.
- We actively listen, respect and empower.
- We understand the impact of trauma and we work from a trauma informed approach.
- We are committed to evidence informed programmes and excellence in everything that we do.
- We recognise the impact of socio-economic deprivation and believe in social justice and equality.
- We are committed to diversity and social inclusion.

# CHANGE A LIFE



# WWW.LECHEILE.IE



# CONTEXT FOR APPOINTMENT

Le Chéile Mentoring is looking to appoint a new CEO to lead the organisation and continue to grow and develop the organisation’s services and programmes.

This is an exciting opportunity for an experienced leader to work alongside the Board, staff team, and 250 dedicated volunteers, and make a difference in the lives of vulnerable young people and their families.



# THE POSITION

<b>Title</b>	Chief Executive Officer
<b>Reporting to</b>	Chairperson and Board of Directors
<b>Direct Reports</b>	4; Accounts and Corporate Services Manager, Eastern Regional Manager, Southern Regional Manager, Communications and Information Coordinator
<b>Place of Work</b>	Dún Laoghaire, Co. Dublin (blended working policy in operation; remote working subject to business requirements)
<b>Contract Type contract</b>	Following successful completion of 6-month probationary period; of indefinite duration, subject to funding.
<b>Working Hours</b>	37 hours per week; flexible working hours including some evenings and occasional weekends.

# ROLE SUMMARY

The CEO will be responsible for providing dynamic leadership, overseeing the effective delivery of evidence- and trauma-informed mentoring, restorative justice, and family support programmes; ensuring that the organisation operates in alignment with its values and mission.

Reporting to the Board of Directors and leading a dedicated staff team and network of volunteers, the CEO will drive the implementation of Le Chéile’s 2024–2028 Strategic Plan, leading Le Chéile Mentoring within strategic, policy and accountability frameworks.

## Strategy and Leadership

- Provide leadership and vision to ensure that Le Chéile operates professionally and to the highest quality standards, consistent with our mission and values.
- Lead the organisation and team, ensuring alignment and focus on achieving the organisation's strategic objectives and goals.
- In collaboration with the Board, lead the implementation of the Le Chéile Mentoring Strategy 2024 to 2028.
- Provide a strategic focus on the delivery of services that are responsive to the needs of the young people and adults whom we support.
- Ensure the organisation's relevance, sustainability, and impact within Le Chéile's field of operation.
- Stay abreast of sectoral trends and developments related to Le Chéile's work and develop organisational capacity for innovation.

## People Management

- Promote a culture that reflects Le Chéile's values, encourages excellence, effective communications and teamwork.
- Lead the Management team, motivating and supporting them to achieve ambitious outcomes individually and organisationally.
- Oversee all staff recruitment, staff management, staff appraisals, in accordance with best practice and HR requirements.
- Ensure the implementation of employment related, HR, volunteer and organisational policies.



## Programme Operations

- Oversee the design, delivery, and quality of programmes and services provided by Le Chéile.
- Ensure that the protection and welfare of children is of paramount importance for Le Chéile.
- Ensure the development and implementation of annual operational plans which are aligned with Le Chéile's strategic plan.
- Ensure compliance with legal, regulation and organisational policies.
- Ensure the collection and analysis of outputs and outcome data which measures the impact of Le Chéile's programmes; refine or change programmes in response to that information.

## Stakeholder Engagement and Representation

- Act as the organisation's primary public representative and advocate, promoting our mission and values to all relevant external stakeholders.
- Maintain and develop relationships with key partner and funder agencies.
- Ensure close collaboration with the Probation Service, who are the primary funder and partner.
- Ensure the development and implementation of an organisational Communications strategy.
- Act as an advocate on issues relevant to Le Chéile and participate in relevant networks and fora.



## Financial Management

- Oversee the financial operations of Le Chéile in accordance with Le Chéile's policies and ensure compliance with legal and Charity Regulator requirements.
- Ensure that annual budgets are developed, implemented and monitored and that funding is spent efficiently and effectively in pursuit of the organisation's goals and funder requirements.
- Oversee financial management including budgeting, funding proposals, management accounts, procurement, audit and financial reporting to funders, as required.
- Ensure fundraising and philanthropic plans are carried out, in line with the Le Chéile strategy.



## Governance and Board Support

- Provide the Board with the information needed for the proper discharge of the Board's duties.
- Work closely with the Chairperson in the planning and operation of the Board.
- Organise and attend all Board meetings, AGM and sub committee meetings.
- Report to and advise the Board in relation to organisational performance, policy developments, opportunities and challenges.
- Work with the Board to ensure that Le Chéile maintains full compliance with the Charities Governance code and other legal and regulatory requirements.
- With the Chairperson, assist in the selection and induction of new Directors.
- Ensure that all material risks to the organisation are understood, maintained in a risk register, monitored and where possible mitigated.



# PRIORITIES FOR POST HOLDER IN FIRST 6 MONTHS

**After 6 months in the role, the successful candidate will be expected to be working towards the following priorities:**

- ✓ **Internal:** Building a strong working relationship with the Chairperson and getting to know/understand the culture and ethos of the organisation, wider Board, Management team, staff, volunteers, the work of Le Chéile, governance, policies.
- ✓ **External:** Meeting with funders and partner agencies; Ensuring continuity of funding, dealing with any issues arising.
- ✓ **Strategy:** Implementation of year one of the Strategic plan, review and planning for year two.
- ✓ **Youth Justice strategy:** pursuing opportunities/developments arising from the Youth Justice strategy.
- ✓ **Communications:** Implementing external communications plan which supports communications with funders and supports volunteer recruitment; plus enhancing internal communications.

*These duties are a guide to the general range of responsibilities and are neither definitive nor restrictive. The post-holder may from time to time have to undertake any other duties commensurate with the post, as designated by the Board of Directors.*

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*It's really insightful and humbling for me that others allow me to be a support to them. It's been one of my best decisions to become a mentor.*

Volunteer Mentor  
Le Chéile Mentoring

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# PERSON PROFILE

This role requires an adaptable and innovative leader with the ability to engage with stakeholders across statutory agencies, community partners, funders and policymakers; a nuanced understanding of the challenges facing marginalised communities, working with vulnerable young people and their families; and the strategic acumen to steer a dynamic and values-driven organisation through its next phase of growth and development.



# CORE COMPETENCIES AND SKILLS



Core Criteria	Essential	Desirable
Third-level qualification in a relevant field.	✓	
Demonstrated leadership experience at senior manager or director level, in a nonprofit organisation working with disadvantaged communities; or other relevant experience.	✓	
Strong understanding of the Charities Governance Code, safeguarding legislation, and experience working with the Board of Directors to deliver effective governance.	✓	
Experience of working with statutory/public sector agencies.	✓	
Strong leadership and people management skills	✓	
Excellent interpersonal and communication skills, with a history of stakeholder engagement, advocacy and public representation.	✓	
Ability to drive organisational growth and impact through leading on the preparation and implementation of strategic and operational plans.	✓	
Proven track record in financial management and securing funding from statutory and philanthropic sources.	✓	
Commitment to the values and mission of Le Chéile Mentoring.	✓	
Full clean driver's license and access to a car.	✓	
Knowledge and experience of youth justice, restorative justice and or family support.		✓
Knowledge and experience of research and evaluation.		✓

*If this role is of interest to you and you believe you have what it takes to be successful, but don't necessarily believe that you meet every single criterion above, please do still get in touch so we can discuss further how you may be a fit.*

## REMUNERATION

The salary range offer for this role is €75,000 to €89,500.

The starting salary awarded will be commensurate with experience.

### Non-pay related benefits include:

- Employer pension contribution to PRSA
- 27 days annual leave per year, + 1 day for every year up to 30 days, plus Good Friday
- Employee Assistance Programme
- Continuous Professional Development Opportunities
- Paid Maternity and Paternity leave
- Paid sick leave
- Study leave



## APPLICATION PROCESS

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

If you are a determined leader looking to take on an impactful and rewarding role, please send your CV and cover letter to **Orla Dolan, Consultant – Talent, 2into3**.

The closing date for applications is **Friday, 30 May 2025**.

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

- **E-mail** [orla.dolan@2into3.com](mailto:orla.dolan@2into3.com)
- **Mobile** +353 86 792 4696
- **Address** 2into3, The Academy, 42 Pearse Street, Dublin 2, D02 YX88
- **Website** [www.2into3.com](http://www.2into3.com)

*Le Chéile Mentoring is an equal opportunities employer committed to a diverse work environment and welcomes suitably qualified applicants from all sections of society.*

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