



# Chief Executive Officer Candidate Briefing Document



March 2026

# ABOUT CARR'S CHILD AND FAMILY SERVICES

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Carr's Child and Family Services (CCAFS) is a Dublin-based early intervention organisation supporting children and families affected by homelessness, disability, poverty, mental health difficulties, and child welfare challenges.

CCAFS are committed to building on the strengths of families, advocating for better outcomes for children, and continuing to adapt and grow as an organisation.

Rooted in a belief that every child deserves a safe, stable home and a nurturing family environment and in collaboration with statutory funders including Tusla and Pobal, CCAFS deliver early intervention programmes in genuine partnership with parents and children - listening to what they tell them and letting their experiences shape how CCAFS work.

For more information, please visit:

<https://carrschildandfamilyservices.ie/>



## VISION

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Carr's vision is for all children to live in safe stable homes, nurtured by their families, communities, and state.

## MISSION

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To strengthen and support families in meeting the needs of their children.

## VALUES

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Our values are important to us, and we strive to provide the best service we can deliver. Our values are:

<b>Passion</b>	“ We love what we do.”
<b>Resourceful</b>	“ We always find a way.”
<b>Dependable</b>	“ We Do what we say we will do.”

## RESOURCES

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CCAFS has a dedicated staff team of 18 (9 full-time, 9 part-time) plus volunteers. In 2024, CCAFS had an income of €996,017.

## GOVERNANCE

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CCAFS is a registered charity and CLG, governed in accordance with its Constitution by a Board of Directors who are responsible for good governance and the strategic direction of CCAFS.

Funded by Tusla and Pobal, CCAFS works with families where children range in age from birth to five years, with a focus on building parenting capacity, protecting children's safety and wellbeing, and keeping families together where possible.

- **Ecclesville Parenting Support Programme** provides supported transitional accommodation for mothers and fathers aged 18+ facing difficulties in independent living, providing seven self-contained bedsits alongside practical programmes covering parenting skills, health and hygiene, household management, and social development. The service works in close partnership with public health nurses and social workers, and can also function as a step-down placement from residential assessment.
- **Carr's Early Years Education** is a community early years service offering care and education for up to 25 children from three months to five years of age. Delivered across dedicated baby, toddler and pre-school rooms, and operating within Children First national guidance, the programme is grounded in the Aistear and Siolta frameworks and prioritises safe, stimulating, and nurturing environments.
- **Hawthorn Residential Family Assessment** is a residential and community assessment and intervention service for parents with young children where Tusla is initiating or has already initiated care proceedings. Hawthorn accommodates three families at a time, providing significant supports to both parents and children which require high staffing ratios and individually tailored assessment programmes. Direct work covers child safety, domestic violence, alcohol misuse, relationships, anger management, play, child development and attachment. The service uses the Framework for the Assessment of Children in Need and their Families alongside a range of additional assessment tools.



## CONTEXT FOR APPOINTMENT

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Carr's Child and Family Services is seeking to recruit a compassionate, dynamic and innovative CEO to lead the organisation in devising and implementing a strategic plan for Carr's sustainable growth in coming years.

This appointment has become available due to the retirement of the current CEO who has developed and led the organisation with success for many years.

This is an exciting opportunity for an experienced leader to build on the strong foundation established by the outgoing CEO and to drive the delivery of CCAFS's next strategic plan.



## THE POSITION

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<b>Title</b>	Chief Executive Officer
<b>Reporting to</b>	Board of Directors
<b>Direct Reports</b>	3 (3 <i>Service Managers</i> )
<b>Place of Work</b>	CCAFS Offices, 5 Northbrook Road, Ranelagh, Dublin 6, D06 HP28.
<b>Contract Type</b>	Permanent, following successful completion of 6-month probationary period.
<b>Working Hours</b>	Full-time. Some flexibility may be required in respect of working hours to meet the needs of the role.

## ROLE SUMMARY

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This Chief Executive Officer role is a senior leadership position responsible for the overall strategic direction, operational management, and day-to-day running of Carr's Child and Family Services (CCAFS). The CEO provides visionary leadership to deliver the organisation's mission: ensuring all children live in safe, stable homes, nurtured by their families, communities, and the state.

Reporting directly to the Board, the CEO will lead a dedicated staff team and represent CCAFS with statutory agencies, funders, and partner organisations.

## Strategic Leadership

- Lead the development and implementation of CCAFS next Strategic Plan, ensuring alignment with the organisation's vision, mission, and values.
- Set the strategic direction of the organisation in partnership with the Board, translating goals into operational plans with measurable outcomes.
- Achieve annual key performance indicators to secure the overall objectives of the strategic plan.
- Proactively identify and pursue opportunities for growth, innovation, and enhanced service delivery for children and families.

## Partnership Management

- Maintain and establish effective working relationships with state agencies, including Tusla and Pobal, and philanthropic organisations.
- Build strong networks across the not-for-profit, voluntary, and community sector to support collaborative delivery of CCAFS programmes.
- Represent CCAFS with government regulators, funders, partner organisations, and, as appropriate, the media.
- Act as a visible and credible ambassador for CCAFS.



# PRINCIPAL DUTIES & RESPONSIBILITIES

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## Financial Management

- Oversee the financial viability and management of the CCAFS budget, ensuring responsible stewardship of all funds.
- Maintain all administrative and financial systems and records in compliance with GDPR and relevant reporting obligations.
- Be proactive in seeking, developing, and securing funding opportunities from statutory and philanthropic sources.
- Prepare and negotiate funding proposals with statutory bodies (e.g. Tusla, Pobal) and philanthropic organisations, ensuring a strong record of acceptance.
- Keep the Board fully advised of any financial matters impacting the organisation.

## Programme Development and Service Delivery

- Oversee the overall planning, development, implementation, and monitoring of CCAFS programmes and services for children and families.
- Champion evidence-based and evidence-informed approaches to programme development and early intervention.
- Ensure the highest quality of service delivery, rooted in respect for and partnership with the families and children CCAFS serves.
- Continuously adapt and improve services to meet the evolving needs of families and to ensure the best possible outcomes for children.

# PRINCIPAL DUTIES & RESPONSIBILITIES

## Leadership and Team Management

- Provide effective leadership, development, and management of the CCAFS staff team, including recruitment, supervision, and performance reviews.
- Build and sustain a high-performing, collaborative team culture aligned with CCAFS values of Passion, Resourcefulness, and Dependability.
- Foster a flexible, family-friendly, open, and transparent working environment.

## Governance and Compliance

- Ensure excellent governance policies, procedures, and practices are maintained across the organisation at all times.
- Maintain risk management frameworks and ensure legal compliance across all policies, procedures, and practices.
- Ensure full compliance with all statutory and regulatory obligations, including those of the Charities Regulator, Tusla, Pobal, and other relevant bodies.
- Provide timely, accurate, and relevant information to the Board of Management, enabling effective oversight and decision-making.

*This job description is not a definitive list of tasks; rather it is designed to give an overview of the job. It is envisaged that the post-holder will use their own initiative and develop the job under guidance so that the organisation's aims are achieved. It should be noted that the organisation is dynamic and fast paced and it may be necessary to step beyond the areas outlined above to support others from time to time.*



## PERSON PROFILE

This role requires a compassionate and values-driven leader who is passionate about making a meaningful difference in the lives of children and families.

The ideal candidate will combine strategic vision with hands-on delivery - proactive in developing the organisation, securing funding, and driving service excellence.

Above all, they will bring genuine passion for early intervention and child and family welfare, and will lead with integrity, transparency, and a commitment to the people CCAFS serves.



## CORE COMPETENCIES AND SKILLS

Core Criteria	Essential	Desirable
Minimum 5 years' strategic leadership experience in the community, voluntary, or statutory sector	✓	
Third-level qualification in social care, social work, psychology, management, or other related discipline	✓	
Strong leadership, communication, and stakeholder management skills with experience of managing a team	✓	
Experience developing and implementing strategic plans	✓	
Commitment to the vision, mission, and values of CCAFS	✓	
Strong understanding of the Charities Governance Code and safeguarding legislation	✓	
Experience of working in partnership with statutory/public sector agencies (e.g., Tusla, Pobal, HSE, etc.)	✓	
Proven track record in financial management and securing funding from statutory and philanthropic sources	✓	
Knowledge of prevention and early intervention approaches for children and families		✓
Knowledge and understanding of issues impacting children, young people, and families with trauma		✓
Understanding of evidence-based and evidence-informed programme development		✓

*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.*

# PRIORITIES FOR POST HOLDER IN FIRST 6 MONTHS

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In your first 6 months in the role, you will lead on the following priorities:

- ✓ Work with the Chair and the Board to agree CCAFS vision and strategic plan and implement phased operational plan for delivery of same.
- ✓ Work with Board to devise and implement appropriate financial, people management, resource and risk management strategies supported by key metrics to track progress in strategy implementation.
- ✓ Ensure continued client focused service delivery and develop continuous improvement processes for client services. Maintain a high standard of overall quality of services to be reflected in external audits.
- ✓ Establish / maintain and develop relationships with key external stakeholders including state agencies e.g., Tusla, Pobal etc.

# REMUNERATION

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The starting salary for this role will be in the range of **€74,000 - €83,000** per annum, commensurate with experience.

Carr's Child and Family Services provides staff members with an array of benefits and supports that increase their financial security, health, and well-being. We also support staff members to develop professionally and promote a healthy work life balance.

**Some of these discretionary benefits and supports include:**

- 26 days Holiday Allowance
- PRSA Scheme
- Top Up Maternity Benefit
- Sick leave
- Employee Assistance Programme (EAP)
- Financial Support for Appropriate Courses
- Wellness Programme
- Bike to Work Scheme and Tax Saver Commuter ticket
- Recognition Programme



## APPLICATION PROCESS

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

If you are a values-driven professional looking to take on a rewarding role, please send your CV and cover letter to **Orla Dolan, Consultant - Talent, 2into3.**

The closing date for applications is **Monday 13<sup>th</sup> April, 2026.**

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)

*CCAFS 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.*

*All expressions of interest and applications received will be processed in accordance with GDPR requirements; please review our [Privacy Statement](#).*

*This position will be offered subject to garda vetting and pre-employment reference checks.*

