



**Letter from Clare Coffey, Chair of the Irish Chaplaincy**

September 2023

Dear Applicant

Thank you for the interested you have shown in The Irish Chaplaincy and the post of Chief Executive Officer. This pack is provided to assist you in developing your application. I hope you will find it engaging and helpful in seeking information about the Chaplaincy.

The Irish Chaplaincy has existed since 1957 and has a long history of helping vulnerable Irish in the United Kingdom. We look forward to bringing on board a competent and energetic CEO to lead the Charity forward.

The work the Chaplaincy does is demanding and the CEO will require strong interpersonal skills with an ability to take tough decisions. S/he will be line manager of a small group of people as well as overseeing the running of the Charity.

You may be a person who has wide experience of management in either the private or charity sectors or a person with much less experience but has a lot of drive and willingness to think strategically. While the day-to-day management of the Charity will be important, a lot of focus will be on looking at the Charity in the round, assessing how it delivers its services, encouraging staff in their work and guiding the Trustees in driving the Charity forward, looking at new ways and new opportunities. The new CEO will raise the profile of the Charity and portray a positive image of The Chaplaincy amongst the Irish community. S/he will be a confident point of contact for the many organisations and personnel that share the work of The Chaplaincy.

You may be a Catholic and Irish or neither. That should not detract you from applying for the post. What is required is openness and willingness to be sympathetic to the work of The Chaplaincy and its goals.

I encourage you to consider applying for the post and applications will be treated in the strictest confidence.

Yours sincerely,

*Clare Coffey*

Clare Coffey  
**Chair of Trustees**



## Job Description

**Job title:** Chief Executive

**Responsible to:** Board of Trustees

**Responsible for:** the day-to-day management and performance of The Irish Chaplaincy. Direct line management of the project managers, the Finance Officer and Administrator and in-direct line management of case workers and volunteers.

### Organisational Context

The Irish Chaplaincy's purpose is to be a leading and innovative charity that provides high quality services and support to excluded, vulnerable and isolated Irish emigrants in Britain and to respond to the needs of the contemporary Irish diaspora in Britain. The Irish Chaplaincy is the oldest Irish Catholic welfare charity in Britain and our aim remains to galvanise the whole Irish community to work together to improve the lives of those most vulnerable of Irish emigrants and ensure that no member of our community is forgotten.

There are four main strands to the work:

Prisoners:	A prison visiting, information and advocacy service for Irish prisoners in Britain and their families.
Travellers:	Research, advocacy and education to improve the situation of Travellers within the criminal justice system.
Seniors:	Pastoral outreach and befriending to alleviate the social exclusion and loneliness of older Irish people, and to offer a knowledgeable, compassionate and comforting presence for end-of-life issues and funeral arrangements.
Irish in Britain:	Advice, pastoral support, signposting, and arranging events and volunteering opportunities for the wider Irish community in Britain.

### Job Purpose

- To work closely with the Board of Trustees in defining the Charity's vision – providing professional advice and developing its strategy to respond to the current and changing needs of the Charity's clients. Indeed, assessing the purpose and role of the Chaplaincy now and how that will evolve over the next ten years is a critical – and exciting – challenge.
- To lead the Charity's management, staff and volunteers to deliver the Charity's services as effectively as possible in accordance with the overarching strategic direction.

- To manage the resources and activities of the Charity within the agreed business plan, keeping the Board informed of all relevant issues at all times.
- To understand the structure of The Irish Chaplaincy in the context of the Irish Government funding and to maintain and build excellent relationships with the Charity's key partners and stakeholders including the Irish Episcopal Council for Emigrants.

### **Scope and Accountability**

Reporting to the Chair of the Board, the Chief Executive has overall operational responsibility for The Irish Chaplaincy, and lead accountability for strategic development in line with key associational objectives. Politically, commercially or reputationally sensitive issues and complex problems impacting on operations of the charity will be discussed and managed in consultation with the Board of Trustees as appropriate. As the lead officer of The Irish Chaplaincy, the Chief Executive provides professional advice on the implications of overall strategy and management of the charity.

The Chief Executive provides professional guidance to all directors and the board. Where sanctioned the Chief Executive utilises the expertise of external experts.

The post holder is responsible for the following resources:

- Overall accountability for the management of the charity
- Overall legal compliance responsibility for the charity with a current turnover of circa £500,000, 10 staff and approximately 40 volunteers
- Accountability for statutory and regulatory compliance

### **Areas of Responsibility**

#### **1.0 Governance and Strategy**

- 1.1 Working with the Board of Trustees, to recommend and develop the Charity's long and short-term strategic and operational direction and ensuring that appropriate resources are in place.
- 1.2 Work with the Board of Trustees and senior staff to ensure that the Charity's mission is safeguarded, and that objectives and decisions are well-informed, clear, and implemented on schedule.
- 1.3 Advise and support the Board of Trustees on their roles and responsibilities, in accordance with the good governance of charities, and legal requirements.
- 1.4 Ensure the effective servicing and administration of the Board and the timely provision of information and advice to Trustees.
- 1.5 Provide the Board of Trustees with regular and appropriate reports, which show the extent to which the Charity's work is achieving quantitative and qualitative objectives, and is operating within budgets and other set financial parameters.
- 1.6 Operate effective business planning and risk management systems, which safeguard resources and services, and ensure fulfilment of the Charity's commitments.
- 1.7 Attend Board meetings, drawing up agendas in consultation the Chair, and ensuring appropriate reports and minutes are provided. Also advising the Chair and other Trustees as required.

#### **2.0 Management and Operations**

- 2.1 Ensure that the best interests of the Charity's beneficiaries are always paramount in the Charity's planning and activities.
- 2.2 Ensure that the Charity's Culture and Values are embedded in all policies and activities.

- 2.3 Lead the formulation and dissemination of annual plans, monitor their implementation through a system of performance review, and make appropriate changes as required.
- 2.4 Ensure that services are appropriate and relevant to beneficiaries, that they are regularly reviewed, and that they are amended, withdrawn or replaced where necessary.
- 2.5 Ensure that quality practice standards are developed, reviewed and consistently applied.
- 2.6 Work to ensure that the Charity's services are developed so that they are accessible to the maximum number of beneficiaries.
- 2.7 Implement the Charity's Equality and Diversity Policy, ensuring that all practices and procedures are applied in accordance with this policy and reflect best practice.

### **3.0 Safeguarding**

- 3.1 To hold overall executive responsibility for safeguarding matters as the overall "named person" safeguarding purposes.
- 3.2 To ensure The Irish Chaplaincy has an up-to-date suite of policies including incident reporting for protection of vulnerable people.
- 3.3 To ensure that all staff are aware of their safeguarding responsibilities and are trained in safeguarding and assessing risk
- 3.4 To lead on liaison with local authorities when incidents are reported attending case conferences where necessary.

### **4.0 Fundraising**

- 4.1 Maintain positive and effective relationships with the Charity's funders, Church authorities, umbrella bodies and partners, ensuring that their information requirements are met.
- 4.2 Develop new sources of income via fundraising with appropriate bodies

### **5.0 External Relationships**

- 5.1 To act as an ambassador for The Irish Chaplaincy, raising its unique profile and position in the Irish community developing and engaging new partnerships as appropriate.
- 5.2 Maintain a positive image of the Charity in the wider community.
- 5.3 Represent and promote the Charity in the media and at relevant public and other events.

### **6.0 Compliance and Risk Management**

- 6.1 Advise the Board on health and safety, safeguarding and related matters, ensuring all necessary protocols are met.
  - 6.2 Ensure The Irish Chaplaincy operates in full compliance with its legal, regulatory and social obligations as a registered charity.
  - 6.3 Ensure that the corporate risk assessment is completed annually, reviewed and updates reported on to Board of Trustees.
  - 6.4 Promote a culture that is safe and promotes the wellbeing of people who use services and the workforce. Risk assessments for people who use services should allow for appropriate risks to be taken and managed promoting independent living.
  - 6.5 Develop and implement a quality assurance framework.
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<b>7.0</b>	<b>Finance</b>
7.1	Ensure that the Charity's financial position is secure, by ensuring that all activities are adequately financed, and that funding arrangements are soundly based and monitored.
7.2	Ensure that financial controls are in place and monitored.
7.3	Produce an annual business plan and budget, and report to the Board of Trustees on progress.
7.4	Maximise the effectiveness of financial resources by maximising return on funds held, minimising debt interest and financial costs, and seeking value for money in all transactions.
7.5	Seek to build reserves within agreed policy limits.
7.6	Seek new sources of public, private and commercial funding.
<b>8.0</b>	<b>Staff and Volunteer Management</b>
8.1	Ensure The Irish Chaplaincy has a workforce with the correct mix of skills to enable the delivery of high quality, person centred services and achievement of the organisational objectives.
8.2	Oversee the implementation of legally compliant human resources policies, procedures and practices that contribute to a positive and empowered working culture.
8.3	Provide leadership and support to the Senior Management Team, providing formal supervision and appraisal.
8.4	Promote a working environment that is supportive, values and encourages cooperation, offers opportunities for development for staff and volunteers and secures commitment across the organisation.
8.5	Provide management and leadership to the staff of The Irish Chaplaincy via regular reliable supervision, appraisal and by encouraging continuing professional development as appropriate.
<b>9.0</b>	<b>Other Duties</b>
9.1	Attend supervision, annual appraisal and meetings and undertake any training as necessary.
9.2	Keep up-to-date with developments in services for marginalised and socially excluded people.
9.3	Act in a manner that is in keeping with The Irish Chaplaincy's values, Equality and Diversity Policy and the rights and empowerment of the Irish in Britain.
9.4	Ensure that the office of The Irish Chaplaincy is well maintained and presents a professional image and welcome to visitors.
9.5	Liaise closely with landlords on all matters of planned preventative, cyclical maintenance and repairs.

**Person specification Job title: Chief Executive**

<b>1.0</b>	<b>Knowledge and understanding</b>	<b>Assessed By:</b>	<b>Essential / Desirable</b>
1.1	Knowledge and understanding of the special needs of vulnerable and socially excluded people (prisoners, Travellers, older Irish people)	Application Interview	<b>E</b>
1.2	Knowledge and understanding of Irish culture	Application Interview	<b>E</b>
1.3	Knowledge and understanding of The Irish Chaplaincy values and ethos and a commitment to enshrining them throughout The Irish Chaplaincy and its services.	Application Interview	<b>E</b>
1.4	Understanding of and commitment to participatory ways of working and ability to relate to others with sensitivity and cultural awareness within an equal opportunities context.	Application Interview	<b>E</b>
1.5	Knowledge of Catholic Church Teaching on migration	Application Interview	<b>D</b>
<b>2.0</b>	<b>Skills, Experience &amp; Qualification Requirements</b>	<b>Assessed By:</b>	
2.1	Educated to degree level or equivalent professional education	Application	<b>D</b>
2.2	Experience of strategic development, service delivery, financial and people management.	Application Interview	<b>E</b>
2.3	Experience of working with Boards, Councils or and Trustees	Application Interview	<b>D</b>
2.4	Experience of submitting successful bids and grant applications to external bodies	Application Interview	<b>E</b>
2.5	Excellent written, verbal, interpersonal and presentational skills to a diverse range of audiences.	Application Interview	<b>E</b>
2.6	Experience of successfully leading organisational change and development.	Application Interview	<b>D</b>
2.7	Understanding of the legal frameworks affecting charitable and social welfare sectors.	Application Interview	<b>D</b>
2.8	Experience of developing and maintaining relationships and partnerships with external agencies at a strategic level.	Application Interview	<b>E</b>
2.9	IT Skills including electronic diary, e-mail, MS Outlook, Word, Excel, PowerPoint & Databases.	Application	<b>E</b>

2.10	Analytical skills sufficient to interpret financial and other organisational performance data and to develop policy.	Application Interview	<b>E</b>
2.11	Understanding of the pressure facing organisations operating in the voluntary and social care sectors	Application Interview	<b>D</b>

<b>3.0</b>	<b>Commitment to THE IRISH CHAPLAINCY Values</b>			
	Human Dignity	Rights not Charity	Preferential Option for the Excluded Vulnerable and Isolated	Participation
	Collaboration	Accountability	Innovation	

<u>Organisational Competencies</u> Behaviours at the heart of our organisation's success		a – Understands and actively supports The Irish Chaplaincy's Vision, Mission and Values b – Looks outward; takes account of other people's priorities c – Shows an understanding of the Catholic Church and is able to work effectively with it d – Supports a culture of mutual respect, trust & transparency, where partnerships flourish e – Willing and able to contribute to the long-term development of The Irish Chaplaincy
<u>Professional Competencies</u> Behaviours which are important in all organisations	<u>Self - Management</u>	f – Manages time and resources efficiently g – Manages own personal growth and development continually h – Manages emotions and stresses positively
	<u>Thinking and Understanding</u>	i – Analyses and diagnoses problems with depth and insight j – Displays sound judgement and decision making k – Provides creativity and innovation; take risks within content of overall strategy / policy
	<u>Working with others</u>	l – Helps others to achieve goals m – Resolves conflict successfully n – Builds rapport and communicates effectively o – Willing to put personal targets second in favour of other organisational priorities
	<u>Achieving</u>	p – Shows drive and initiative q – Willingly takes ownership; is openly accountable r – Adapts easily to change
<u>Team Management Competencies</u> Behaviours important to those managing a team		s – <b>Delegation:</b> Hands over tasks to others efficiently and effectively t – <b>Team Development:</b> Constantly builds the capacity and potential of the team



	u – <b>Leadership:</b> Inspires the team to perform to the best of their ability
	v – <b>Stewardship:</b> Manages resources prudently

Attitude and approach to work assessed at interview and test.

### **Terms and Conditions of Employment: Chief Executive Officer**

#### 1. Pay and benefits

Competitive salary depending on experience, benefits include: access to a Group Personal Pension Scheme. This post is subject to funding by the Irish Government. Funding is granted on an annual basis following an application for the same.

#### 2. Probation

A six-month probationary period applies. At the end of the probationary period, the employee will have an appraisal discussion with the Chair to assess performance. Upon the satisfactory completion of the probationary period as judged by the Chair following the appraisal discussion, the post will be continued for the rest of the fixed term. An extension of the probationary period may be granted at the discretion of the Chair.

#### 3. Annual leave

Paid annual leave starts at 33 days per annum. This includes bank holidays which if worked are paid as overtime.

#### 4. Work week

The standard work week is 35 hours Monday — Friday, some unsocial hours maybe necessary to meet the needs of the organisation.

#### 5. Training

The Irish Chaplaincy is committed to continuous development of staff. A structured induction is in place. Requests for sponsorship for professional qualifications are sympathetically considered.

#### 6. References

All job offers are conditional upon receiving satisfactory references. Reference checks include:

- At least two satisfactory references covering employment for the previous five years or two previous employers whichever is the greater.
- An enhanced DBS disclosure; applicants who have registered with the DBS update service will be reimbursed the fee for the service on granting the Irish Chaplaincy the right to view the DBS certificate on line.

#### **Application**

- The completed detachable Equality and Diversity monitoring form and Declaration of Criminal Convictions. Applications from all groups are warmly welcomed
- A full CV
- A covering note of not more than two pages (total) summarising your proven ability related to the person and job specifications; and
- Telephone number (to be used with discretion)

Please send your application to our HR advisors **Monday 16<sup>th</sup> October 2023**. Please email: [sue.crozierhr@gmail.com](mailto:sue.crozierhr@gmail.com)

All candidates will be notified of the outcome of short-listing in the week commencing **23<sup>rd</sup> October 2023** at the latest.

There will be two rounds of interviews. Interviews for short-listed candidates will take place in London in the week commencing **30<sup>th</sup> October 2023**. This will be competency based. The second round will only put through two final candidates for interview where there will be a brief against which you will be expected to present your thoughts. This brief will be sent to you before the interview so you can prepare. Final interviews will take place week commencing **13<sup>th</sup> November 2023**.

If you are unavailable during parts of the week commencing 30<sup>th</sup> October 2023 or 13<sup>th</sup> November 2023 please include a note of this with your returned CV and supporting statement.

Thank you for your interest in our role.