

# Capuchin Day Centre for Homeless People



## JOB DESCRIPTION

**Job Title: Chief Executive Officer, Capuchin Day Centre for Homeless People**

**Based: Bow Street, Dublin 7**

**Reporting to: Chairperson and Board, Capuchin Day Centre for Homeless People**

**Salary: €125,000 approx.**

The Capuchin Day Centre for Homeless People (“the Centre”) is seeking to recruit a Chief Executive Officer. The Capuchin Day Centre for Homeless People is a charitable voluntary service founded in 1969 by Brother Kevin Crowley of the Capuchin Franciscans Province of Ireland. The Centre provides a food service, serving breakfast and lunch six days a week. It provides food parcels, family services, clothing, access to showers and hygiene products, and advocacy services. The Centre hosts healthcare clinics with medical, nursing, dental, and chiropody care provided. The turnover has grown to approximately €3.3 million annually, including approximately €450,000 in the form of State funding and the remainder in public donations.

The centre is governed by a Board of Directors. The Board supports the CEO in managing the organisation and delivering on its strategic objectives.

The CEO is supported by a team of 30 staff and a large number of volunteers in the Head Office in Bow Street, Dublin 7.

### **Chief Executive Officer Job Description**

As lead member of the organisation’s Executive, the CEO will take primary responsibility for managing the Capuchin Day Centre for Homeless People as a whole; for liaison with the Board, for liaison with external bodies including Dublin City Council, the Health Service Executive, the Dublin Regional Housing Executive, the Peter McVerry Trust, and others; and for identifying development opportunities for the Centre. The CEO will take responsibility for the fulfilment of the Centre’s targets and objectives as set by the Board. The CEO will take lead responsibility for all strategic management matters, will direct policy development and strategic planning, and will be formally accountable to the Chairperson and Board. The scope of the CEO post is as follows:

- To provide leadership and vision to the Capuchin Day Centre for Homeless People and to promote that vision at corporate, regional and local level.
- To exercise authority over the resources delegated by the Board in order to discharge responsibility for implementing the Board’s policies and strategies.
- To be responsible for managing and co-ordinating all staff employed by the Centre.
- To be responsible for the implementation of the vision contained in the Centre’s Mission Statement.
- To work closely with:
  - The Board;
  - The Province;
  - Dublin City Council
  - Health Service Executive;
  - Dublin Region Homeless Executive;
  - Peter McVerry Trust

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- Other statutory and voluntary bodies as appropriate.

## **The purpose of the post is:**

- To manage the efficient and effective delivery of services provided directly or through the Centre.
- To provide leadership and line management through performance management of services provided by the Centre (to include financial and human resources).
- To provide significant leadership in the reform and development of the organisation and ensure compliance with statutory and regulatory standards.

## **The principal responsibilities and functions will be as follows:**

- Plan, manage, and control the delivery of services within the resources provided.
- Establish and maintain effective relations with Dublin City Council, the HSE, the Peter McVerry Trust, and other voluntary organisations and statutory bodies.
- Work with statutory and voluntary bodies in implementing the mission of the Centre.
- Be the public representative of the Centre in respect of the media and public affairs.
- Ensure the consistent and effective development and implementation of policy/standards/ services.
- Attend Board and sub-committee meetings as required.
- Chair management team meetings.
- Provide and co-ordinate the development of strategic and operational plans to give effect to policies approved by the Board.
- Assist managers in preparing plans for their own services to give effect to Board policies.
- Co-ordinate and monitor the various fundraising activities of the Centre.
- Provide leadership and line management through performance management of staff.
- Maximise the efficiency, co-ordination, and effectiveness of the collective resources available to the Board.
- Work with the Finance Manager in the preparation of annual budgets, variance reports, and projections, and facilitate the preparation of an annual audit.

This job description indicates the main functions and responsibilities of the post. The post-holder may be allocated other duties and responsibilities as determined by the Chairperson and Board.

This position is intended to be on the basis of a five-year fixed-term contract subject to successful completion of a 6-month probationary period. The proposed salary for this position is approximately €125,000.

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## PERSON SPECIFICATION

### ***Required Qualifications and Experience:***

At the closing date of the competition the applicant must have:

- significant experience at a senior level in a multi-functional organisation, ideally in the public or voluntary sector with experience of providing services to marginalised groups;
- a third level qualification appropriate to the role (in exceptional circumstances, a candidate may be appointed who does not hold a degree but who possesses a very considerable amount of job-related experience);
- a knowledge of homeless services, and related social policy and service provision.

### ***Desirable Characteristics:***

The ideal candidate has the following characteristics:

- a significant track record in management.
- the required leadership and vision to lead and manage change.
- the capacity to lead, organise and motivate staff and volunteers to function effectively.
- excellent interpersonal skills networking and influencing skills.
- excellent communication skills and the ability to establish an effective and persuasive relationship with the media and with the public generally.
- proven ability to organise at a strategic and operational level the necessary people and resources across a network of services so that objectives can be met within budget to quality standards and within timescales.
- demonstrates, understands, identifies with and is committed to the core values and mission of the Centre and places a high emphasis on achieving high standards of excellence.
- the capacity to advocate effectively for the organisation's policies and programmes.

***Shortlisting of candidates may apply according to the above required and desirable criteria.***