



Job Description (March 2021)

Chief Executive Officer, Le Chéile Education Trust

(Accompanying documents: Le Chéile Charter, Le Chéile Strategic Plan 2019-2024, and Living the Le Chéile Charter)

Context

The Le Chéile Education Trust is a collaborative Trust of fifteen Congregations. Established in 2008, the Trust carries out the role of Patron previously exercised by the Congregations and is currently responsible for 65 second-level schools and 10 primary schools, with further expansion envisaged.

The Trust is a corporate entity under Company Law and a Public Juridic Person under Canon Law. The Trust consists of two companies - Le Chéile Schools Trust CLG and Síol Schools Trust CLG. Both of these companies have charity status and are registered with the Charities Regulatory Authority. Le Chéile Schools Trust exercises the patron role for member schools. Síol Schools Trust manages the Trust fund and the properties, provides the budget for Le Chéile Schools Trust, and looks to the long-term issues of the Trust.

The Charter outlines the ethos, mission and values that the Congregations have entrusted to Le Chéile, including - to affirm their commitment to the future of Catholic education, to provide for the educational needs of students and communities in their schools, and to honour their partnership with the State in the education system.

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About the Role

The Chief Executive Officer (CEO) will be employed by the Board of Directors of Le Chéile Schools Trust and will lead the Le Chéile Executive Team and operations at the Le Chéile Education Office. He/she will serve both the Síol and Le Chéile Boards of Directors.

As CEO, you will:

Provide support to Le Chéile schools, in collaboration with the Executive team by:

- Encouraging and supporting the living out of the Charter in the schools and providing opportunities for support, reflection and planning around ethos issues, especially for Principals and other key personnel; and setting up enabling structures to promote networking and sharing of good practice.
- Planning appropriate professional development programmes for school personnel, particularly in the area of leadership development.

- Assisting schools in their self-evaluation process so that the ethos will permeate the curriculum, pedagogy, pastoral and all aspects of school life.

Ensure the Trust's compliance with canonical, corporate, statutory and other regulatory requirements by:

- Implementing appropriate policies and processes.
- Preparing the annual reports to members for both Síol and Le Chéile AGMs.
- Proactively implementing the Trust's Strategic Plans.

Support the work of both Boards of Directors by:

- Preparing material for both Le Chéile and Síol Boards of Directors and progressing decisions.
- Working with the Finance Committees in the area of Trust and school budgets and accounts, ensuring financial compliance within the Trust and in schools.
- Managing all patron issues related to school property, including liaising with Congregations on property ownership and licence arrangements and managing issues related to building projects for new and existing schools.
- Facilitating conversations with new Congregations joining Le Chéile in keeping with the open, welcoming and dynamic nature of the Trust.
- Facilitating the appointment of school Boards of Management in voluntary schools under the direction of the Le Chéile Board of Directors and supporting the Chairpersons and Boards of Management in the discharge of their roles.

Communicate on behalf of the Trust with stakeholders, including school communities, Congregations, Department of Education, national and international stakeholders in Catholic education and those in Irish society who wish to benefit from the work of the Trust.

Represent the Trust as required, in meetings with other bodies, e.g. the Department of Education, Association of Patrons and Trustees of Catholic Schools, other Trusts, the JMB and AMCSS, ACCS and CPSMA.

Consult across the network in order to evaluate and critique systems, programmes and initiatives of the Department of Education and education programmes of Le Chéile schools, and present follow-up discussion papers and policy development proposals to the Le Chéile Board.

Who you are

1. A person with a commitment to Catholic education.
2. A person with a proven track record of leadership underpinned by a philosophy of 'service.'
3. A person of integrity with the ability to build strong relationships - a team player who works well with others through respectful engagement.
4. An emotionally intelligent person with the ability to listen actively and be empathetic.
5. A creative thinker and problem solver with the ability to generate ideas appropriate to the values of Le Chéile and the capacity, forbearance and resilience to see these ideas through to implementation.
6. A 'self-starter' with the ability to lead others through influence rather than positional authority.
7. A person with a deep belief in, and respect for, the mission and vision of Le Chéile Schools Trust and the heritage and values of the founding Congregations as espoused in the Charter.

Your skills and our values

What you will need to bring to Le Chéile Education Trust:

- A deep knowledge and experience of second level schools, preferably at senior management level, together with an understanding of the internal and external factors that impact on the fulfilment of their mission.
- An understanding of the first and second level education systems in Ireland and a capacity to engage with schools and school personnel across both primary and post-primary levels.
- The ability to engage with Boards of Management and senior management teams in schools on ethos, leadership, governance, financial and property issues.
- Dynamism and energy to the work of the Le Chéile Executive Team.
- Passion for the principles that govern Le Chéile's work: openness, transparency, dialogue and collaboration.
- An understanding of the role of the Patron in the Irish education system.

Our Values:

Le Chéile schools are committed to the promotion of a value-based education built on the shared purpose of:

Welcome: Everyone is welcome in a Le Chéile school.

Wisdom: Through excellence in teaching & learning, but especially through the rich stories, heritage and traditions of our founding Congregations.

Witness: That we all take up the challenge to give witness to our faith, hope and love through our attitudes and actions.

