

## **Glencree Centre for Peace and Reconciliation**

### **CHIEF EXECUTIVE**

**Salary €72,500**

**Full time role commencing October/ November 2017**

### **JOB DESCRIPTION**

The Glencree Centre for Peace and Reconciliation is seeking a Chief Executive

#### **About us**

The Glencree Centre for Peace and Reconciliation was established in 1974 as a response to the Northern Ireland conflict. Located in the remote, beautiful and peaceful Wicklow Mountains, it is the Republic of Ireland's only peace centre. It is a company limited by guarantee with charitable status. It is located 25km from Dublin City Centre. [www.Glencree.ie](http://www.Glencree.ie)

Glencree is an independent, non-governmental organisation that works with individuals and groups to transform violent conflict, promote reconciliation, build sustainable peace, encourage healthy relationships, and work towards more inclusive, equitable, and diverse societies.

Since the signing of the Good Friday/Belfast Agreement in 1998, Glencree has worked tirelessly to explore how the complex legacies and traumas of that conflict could best be addressed, reckoned with, and how those affected could be reconciled in the interests of a sustainable peace on the island of Ireland. It has just been selected to deliver one of the EU Peace Programmes dealing with the legacy of that conflict.

It has also expanded its remit to include work with women in conflict areas, religiously motivated violence, refugees, young Muslims and other affected groups.

Its four current strategic priorities for the next ten years include will work towards

- (1) Peace and Reconciliation on the Islands of Ireland and Britain,
- (2) Building of an inclusive society on the island of Ireland that respects and embraces ethnic, faith-based, linguistic, and cultural minorities,
- (3) Sharing the lessons of the Irish Peace process with other countries in conflict,
- (4) Establishing Glencree as a leading centre for peace and public discourse.

Hospitality has always played a key role in Glencree's work over the years, Glencree has now become a walkers' stop along the magnificent Wicklow way and provides a successful Café service in the Glencree Visitor Centre which makes a significant contribution to the annual funding of the work.

The person appointed as Chief Executive will have a very wide range of responsibilities. These include the Glenree Peace Centre, its associated programmes and the Armoury café and Visitors Centre. Working closely with the Board, the person will provide strong and effective leadership and strategic direction to staff, members, volunteers and stakeholders.

## **Duties and Responsibilities**

- Set the direction of the organization demonstrating vision, strategic input and passion thus ensuring that programmes that are provided in Glenree have a worldwide impact.
- Provide outstanding leadership, management and team building across the organization, working closely with staff in the development of the organisation.
- Prepare an annual work plan for approval by the Board in consultation with stakeholders and deliver this plan on time and within budget providing updates at bi monthly board meetings.
- Lead and be responsible for the Centre's fund-raising activities, including identifying and negotiating sources of funding from donors, foundations and investors (particularly medium to long term funding opportunities) whilst ensuring that existing funding agreements are fully adhered to and delivered on time.
- Ensure that the policies and strategies of Glenree are continuously monitored and take overall responsibility for Finance, Corporate Governance, Human Resources, Public Affairs, and Commercial Activities.
- Create a culture where Glenree continues to be a fulfilling place to work for staff, volunteers, key stakeholders and programme participants.
- Ensure that all staff and volunteers are fully aware of the Glenree Vision and Strategy as well as demonstrating great values in line with the Vision.
- Ensure that Glenree has an effective profile on Social Media, TV and Radio both in Ireland, North and South and internationally and be the person who represents Glenree externally in agreement with Chairperson and Board.
- Research and prepare a business plan to develop the Glenree site in County Wicklow, a unique and beautiful resource that has excellent potential for the future - by December 2018.
- Development of relationships and partnerships with key policy makers and investors including Irish government departments (notably the Department of Foreign Affairs and Trade and the Office of Public Works), EU Peace programme personnel and other related areas.
- Oversee and monitor the ongoing EU Peace Programme over four years (starting autumn 2017) to develop a model for tackling the legacy of the 30 years of violence and conflict in Northern Ireland, working in particular with victims and survivors groups and designing a 'grass roots' truth and reconciliation process based on this work.
- Provide relevant reports to the Board and key funders, notably the Department of Foreign Affairs and Trade and the EU Peace Programme, and operational reports from key areas of Glenree's work to the Chairperson and Board.
- In conjunction with the Chairperson and Company Secretary ensure that services required for smooth running of an effective Board are in place; this includes board papers being delivered at least ten days before the meeting and attendance at Board meetings which are held bi monthly and may be held outside normal working hours.
- Demonstrate continuous commitment to Glenree's ideals of building a peaceful, reconciled, inclusive and harmonious society on the island of Ireland and worldwide.

**NOTE:** This is not an exhaustive list of tasks since the Glenree Centre for Peace and Reconciliation is open to developing other kinds of work in the areas of peacebuilding and creating a diverse society in Ireland and internationally. It is also keen to develop the unique Glenree site as a conference, retreat and gathering centre.

## PERSON SPECIFICATION

	<b>ESSENTIAL</b>
<b>Competences</b>	<ul style="list-style-type: none"> <li>• Successful Senior management track record</li> <li>• Track record in strategy and vision.</li> <li>• Leadership, Management and team building of staff in a complex ownership and management environment</li> <li>• Financial expertise and acumen.</li> <li>• Significant and successful fund-raising track record.</li> <li>• Ability to deliver successful business outcomes in a challenging financial environment</li> <li>• A track record of enabling change in a highly complex organization</li> <li>• Building a collaborative culture</li> <li>• Understanding of the financial constraints facing a not for profit and the challenges to the CEO of such an organisation</li> <li>• A proven ability to communicate effectively orally, on paper and online, particularly to senior policy makers and practitioners</li> <li>• Excellent IT skills</li> <li>• A high level of networking skills with policy makers and practitioners</li> <li>• High level of report-writing skills</li> <li>• Proven competence in communications.</li> <li>• An honours degree/diploma in a relevant subject is desirable</li> </ul>
<b>Vision and building culture</b>	<ul style="list-style-type: none"> <li>• A vision of how Glenree can develop both as a peace and reconciliation centre and a centre for other relevant activities over the next 10 years</li> <li>• A demonstrable ability to implement that vision with energy and dynamism with a small staff and limited resources</li> <li>• A high level of demonstrable verbal communication skills, particularly to senior policy makers and practitioners in relevant policy areas</li> </ul>
<b>Motivation, Values</b>	<ul style="list-style-type: none"> <li>• A proven record of successful values-led leadership</li> <li>• Proven track record to motivate and support staff and volunteer development and to engender a spirit of team working</li> <li>• Proven track record in achieving organisational goals</li> <li>• Strong commitment to the ethos of Glenree,</li> <li>• Strong commitment to working within an ethos of equality and human rights</li> </ul>
	<ul style="list-style-type: none"> <li>• Readiness to work cooperatively and supportively as part of a small dynamic team at the Centre</li> <li>• Strong interest in peace and reconciliation issues in Ireland and Northern Ireland and elsewhere.</li> <li>• Interest in and experience in mediation, dialogue and conflict resolution</li> <li>•</li> <li>•</li> </ul>
<b>Special factors</b>	<ul style="list-style-type: none"> <li>• Willingness to work out of the Glenree Centre in the Wicklow Mountains</li> <li>• Willingness to work regular hours on site, while being flexible as required for dedicated events.</li> <li>• Full driving licence and access to a car insured for business purposes.</li> </ul>

### **APPLICATION:**

To apply please send your CV and covering letter detailing your interest and suitability for the job to [rsvp@glenree.ie](mailto:rsvp@glenree.ie) Deadline for applications is 27<sup>th</sup> September 2017.