



# Men's Development Network

Better Lives for Men, Better Lives for All

## The Men's Development Network CLG Job Description Director of Services (Client Support)

### Introduction

The Men's Development Network (MDN) was established in 1997 and is the funding contract holder for three national Programmes, and the delivery agent of the White Ribbon Campaign and the Engage Training Programme, working closely with international, national, regional and local organisations.

The Company is now seeking to fill the post of Director of Services (DoS) with an energetic and experienced individual who shows strong leadership skills who will be committed to delivering change in a company that delivers key interventions to individuals and communities in Ireland.

### Key Aspects of the Director of Services Post

#### General

The post is offered on a full-time contract basis, subject to the continuing availability of funding and the capacity of the company to continue to win funding contracts, grant agreements, and service level agreements. The post will have direct responsibility for the management and operations of three client support programmes: MEND, Male Advice Line and Counselling.

### Key Responsibilities

The Director of Services reports directly to the CEO of the Company. The DoS will be the primary point of contact between the Company and those with whom it has contracts. The DoS will liaise directly with, CUAN, and other funders, along with MDN's partners in WWPEN, MEE, EIGE, EWL, and others, in delivering the Company's Programmes, Services and Campaigns.

The primary responsibilities of the DoS are to:-

- Oversee the successful development and implementation of the organisation's Strategic Plan.
- Lead the specific programmes under their remit
- Work directly with the Programme Coordinators & other staff
- Maintain and strengthen its existing initiatives.
- Create and implement new initiatives in the areas of:
  - Ending Men's Violence
  - Working with Perpetrators of Domestic Violence
  - Research
  - Promoting Gender Equality.
  - Counselling.
  - Other programme related activities that may be developed from time-to-time.
- Lead and develop the programme team.
- Provide opportunities for interns, students on placement and work experience.
- Encourage research in relation to the work of the Company.
- Ensure that all procedures and processes are complied with as required within the framework of the various programmes.

- Introduce positive change into the Company to make it capable of delivering and winning additional funding contracts in the future
- Manage and oversee programme budgets.
- Identify programme income.
- Represent the Company and its work locally, regionally, nationally and internationally

### **Key Areas of Work**

- As part of the senior management, contribute to the development of the Company's strategy,
- Undertake evaluation of the programmes capacity to deliver effectively on an ongoing basis,
- To recommend areas for development of the programme's capacity and potential.
- To liaise with relevant statutory authorities as necessary
- Represent the Company publicly and on key networks and committees,
- Develop and maintain linkages with those organisations/agencies, both within Ireland and abroad, that will assist the achievement of the programme aims.
- Oversee that the financial controls are in place and there is strong financial reporting to the Board
- Ensure that the budgets are adhered to,
- Ensure full compliance with the Company's HR policies
- Develop the skill sets of existing and future staff to build and manage a highly motivated and focused staff team.
- Oversee the maintenance of an efficient administrative system to cover the control and administrative systems required by all the Company's Programmes, Services and Campaigns.
- Implement strong quantitative and qualitative evaluation systems
- Ensure that the outcomes of the programmes are promoted on an ongoing basis
- Ensure that there is a strong provision of support to enhance the capacity of people affected by disadvantage or living in communities affected by disadvantage to participate fully in society
- Take all reasonable steps to ensure that the legal obligations of the Company are fulfilled.

### **Skills and Attributes Profile**

The DoS of the Men's Development Network CLG will have the ability to lead their programmes and facilitate a creative environment and be capable of coping with stress and the pressure of working on one's own initiative. The DoS will be required to be flexible and have a positive attitude.

Familiarity with delivering one or all of the MDN's men's development, health, violence intervention, counselling, and gender equality programmes, or equivalent, will be a distinct advantage for the Candidate. An understanding of and detailed knowledge of the community development process and awareness of relevant government policies will be beneficial.

The Candidate will be expected to demonstrate a broad range of work experience at a senior level with a commitment and record of continuous development and innovation. It would be desirable that the Candidate has a third level qualification, a degree or equivalent, and advantageous to have a postgraduate or professional qualification in a relevant discipline.

The Candidate will have an outstanding record of achievement in their career to date and have a detailed knowledge of the Men's Development Sector in Ireland. They will be expected to have at least 5-years' experience in a Senior Management position, preferably some of which will have been in Development or NGO sectors.

As a Candidate for the post strategic knowledge of the role of a Company Limited by Guarantee within the development of international, national, regional, and local development policy frameworks will be desirable. It is also desirable that the Candidate will have had previous experience of participation in community and/or men's development work in a professional capacity and have participated at some level in the Men's Movement.

The Candidate will be expected to show evidence of experience in strategic management and the management of change. The Candidate should be able to demonstrate team building and staff management capabilities coupled with experience in the installation and implementation of staff appraisal systems and a strong organisational ability coupled with developed skills in project management.

The Candidate will be able to demonstrate a level of excellence and motivational skills, to be able to manage and delegate, to think strategically and above all to inspire those around them with a sense of confidence and aspiration to work for the betterment of the Companies clients.

They will be expected to demonstrate that they have a proven ability to motivate staff and a voluntary Board in achieving plans and targets It is expected that they will have a capacity to facilitate the building of constructive and strategic relationships and partnerships with key stakeholders for the betterment of the clients of the Company and the Company's own strategic future.

**Salary Range:**

The salary scale is €49,000-€67,500 and negotiable at point of entry depending on the Candidates skills and experience. A pension scheme is NOT in place for this position however access to pension information will be indicated to the successful Candidate.

**Probationary period:**

A probationary period of 6 months will apply. This can be extended by the Board at its sole discretion for up to a further 6 months.

**Each Candidate Must**

- Be of good character and in a state of health that would indicate a reasonable prospect of ability to render regular and efficient service.
- Have obtained a Counselling or Psychotherapy qualification with five years post qualification experience
- Be in possession of a full clean driving license and have use of a vehicle
- Be prepared to work outside of normal hours, as necessary.
- Be prepared to change location as required by the Company

Any offer will be subject to satisfactory references.

This job description it not exhaustive and duties and responsibilities may change in the future as decided by the Board of Directors.

All applications to include your CV and cover letter, must be submitted by **12 noon on Thursday 29<sup>th</sup> August 2024** to [recruitment@mensnetwork.ie](mailto:recruitment@mensnetwork.ie) or posted to Equality House 49/50 O Connell Street, Waterford City, Waterford X91 E866