



Chief Executive Officer

Job Description

October 2024

Background

CEIST is a company limited by guarantee and having charity status. It was established in 2007 by five congregations: the Sisters of Mercy, the Presentation Sisters, the Sisters of the Christian Retreat, the Missionaries of the Sacred Heart and the Daughters of Charity. The congregations transferred to the company the trusteeship of their voluntary secondary schools in the Republic of Ireland. CEIST is dedicated to the future growth and development of secondary education with a Catholic ethos. It has an independent Board of Directors appointed by the Members of the CEIST Company. CEIST is sole Patron of 103 Voluntary Catholic Secondary Schools, Joint Patrons in 3 Voluntary Catholic Schools and 1 Community School. CEIST is also Trustee for 14 Primary Schools and acts as Agent for the Co-Patrons of 35 Community Schools and Designated Community Colleges.

VISION

A COMPASSIONATE AND JUST SOCIETY INSPIRED BY THE LIFE AND TEACHINGS OF JESUS CHRIST.

MISSION

TO PROMOTE A HOLISTIC EDUCATION IN THE CATHOLIC TRADITION

The core values of CEIST are intended to support and nourish the lives of the people who are at the heart of our schools - students, staff and parents. Relationships must be characterised by respect at all levels and responsibilities performed in a manner which promotes the spiritual development of each person, achieves quality in teaching and learning, shows respect for every person, creates a sense of community and is founded on compassion and justice. These values can only be lived out if students, staff and parents work together for the common good of all.

The CEIST Charter focuses on:

Promoting Spiritual and Human Development

We believe knowledge of, and a personal relationship with, Jesus Christ give meaning and purpose to our lives.

Achieving Quality in Teaching and Learning

We are committed to excellence and to continually improving the quality of teaching and learning.

Showing Respect for Every Person

We respect the unique and intrinsic value of every person.

Creating Community

Our schools are faith communities of welcome and hospitality where Gospel values are lived and where there is special care for those most in need.

Being Just and Responsible

We seek to act justly and responsibly in all our relationships.

CEIST Strategic Plan 2022-2027

The Strategic Plan, adopted by the Board of Directors following a collaborative process and based on the values of CEIST, sets out the key areas for our work in Trusteeship of second level education. The plan was developed having regard for the work of the Trust since its inception in 2007. The plan is informed by the experiences of CEIST since inception, in addition to documents such as the CEIST Charter (2007); Vision '08; Share the Good News: The National Directory for Catechesis (2010). The Plan is informed by work emanating from the reflections of CEIST Members and Board of Directors, the Education Act and associated relevant legislation. In particular, the plan is informed by the challenges and opportunities presented to the Catholic voluntary sector, in the face of an ever-changing educational landscape.

The 2022-2027 plan recognises that our future directions are shaped and fashioned by many interrelated factors including State education and fiscal policies, Catholic education policy, developments in faith communities, new legislation, rapidly changing school communities, emerging social and economic issues. The Strategic Plan 2022-2027 provides a guiding framework to enable the CEIST Board and CEIST school communities to work together, inspired by the charisms of our founding congregations. The work of CEIST is also guided by the Strategic Plan of the Catholic Education Partnership.

The Chief Executive Officer (CEO) of CEIST will play a key leadership role in charting the future of trusteeship of CEIST schools in particular and of the Catholic voluntary sector in general. He/she will also play a leadership role as an agent of the Presentation and Mercy congregations in carrying out their role as co-patrons in the Community School sector. He/she will be a person of faith with a proven commitment to the provision and development of Catholic education.

THE CEO, TOGETHER WITH THE TEAM OF EXECUTIVES EMPLOYED IN THE CEIST EDUCATION OFFICE, IS RESPONSIBLE FOR THE EXECUTION OF DECISIONS AND THE IMPLEMENTATION OF POLICIES AND OTHER INSTRUCTIONS GIVEN BY THE BOARD

(CEIST: THE COMPANY MANUAL, P.21).

The Chief Executive Officer (CEO) reports through the Chair to the Board of Directors and leads the CEIST Education Office, which delivers a range of services related to the trusteeship of CEIST schools. In addition to overseeing the management of services provided to schools, the CEO develops and communicates the organisation's vision, mission and strategic direction, and is entrusted to ensure the sustainable development of the unique ethos of education in Catholic schools.

The CEO must have a conviction about, and a commitment to, the continuation of the long tradition of the Catholic voluntary secondary education sector. He/she will demonstrate an understanding of this tradition and of implications and responsibilities of trusteeship of these traditions at this time in history, a belief in the benefits to individuals and society of a values-based education and a commitment to developing a vibrant network of CEIST schools as a continued option into the future.

The CEO will have experience of holding a senior leadership position within the education sector, or in a faith school. The CEO must possess an informed and up to date understanding of the role of trusteeship of Catholic education and its related obligations as well as a thorough knowledge of the requirements of first class school governance in the voluntary secondary sector. In addition to proven management ability, the appointee must have strong skills in communication, negotiation, motivation, advocacy, consensus and strategic relationship building. A track record in organisational development and team building, together with an ability to inspire and develop a culture of innovative, enthusiastic and effective leadership within school communities, will be essential.

CEIST seeks to be a powerful advocate for the Catholic voluntary education sector and for Catholic education in general - this challenging job will have an attractive salary commensurate with the calibre and experience of the successful candidate.

CHIEF EXECUTIVE OFFICER – CEIST

Job Title:	Chief Executive Officer.
Reporting to:	Board of Directors of CEIST.
Main Purpose of the Job:	To ensure CEIST exercises all of its trustee functions and that Ireland retains a strong, vibrant and dynamic, Catholic, voluntary secondary education sector and co-patron role where relevant in the Community Schools sector.
Principal Functions:	<p>The CEO is responsible for the execution of decisions and the implementation of policies and other instructions given by the Board.</p> <p>In consultation with the Board of Directors to implement the CEIST Strategic Plan 2022-2027</p> <p>Establish, communicate, and implement the CEIST Mission and Values across the network.</p> <p>To lead, motivate, develop and empower the executive team.</p>

Reporting Relationships:

Overall management of the Education Office and staff.

Main duties of the CEO will be governed by the values and mission of CEIST. He/she will:

- Be responsible for ensuring the execution of decisions and the implementation of policies and other instructions given by the Board of Directors.
- Promote and maintain cooperation and an effective working environment with EDUCENA.
- Provide overall vision, direction and leadership for staff and management at all levels across the network, which encompasses approximately 4,000 teachers and support staff.
- Develop, implement and review strategic plans which set out the major aims and objectives for CEIST, as well as its annual key deliverables.
- Ensure effective communication both internally across the CEIST network and externally with key stakeholders.
- Represent CEIST in relating with Department of Education and Skills, the Conference of Bishops, the Catholic Schools Partnership; Association of Patrons and Trusts of Catholic Schools; Council of Management of Catholic Secondary Schools, the Association of Community and Comprehensive Schools and other relevant agencies, partners and stakeholders.
- Ensure the cohesive operation of the Senior Leadership Team (CEO, Director of Education and Director of Finance\Administration).
- Promote and maintain an effective working environment for all employees of CEIST.
- Ensure that plans are drawn up and monitored for the appropriate training and development of all staff.
- Ensure the existence and observance of policy guidelines in all operational areas within which authority, responsibility and accountability are delegated as appropriate to various levels of staff within CEIST.
- Set performance targets and ensure the operation of an effective performance management development system within CEIST.
- Consult across the network in order to evaluate and progress systems, programmes and initiatives of the Department of Education and of education programmes of CEIST schools; as a result, present discussion papers and policy development proposals to Board meetings.
- Network with overseas counterpart bodies, developments and initiatives that will contribute to the development of CEIST, and include on such visits, where appropriate, interested parties from within CEIST and from outside its structures.

- Report regularly and in an appropriate medium, to various stakeholders to disseminate the objectives, plans and achievements of CEIST.
- Draw up and present to the Board, for approval, annual operating budgets and plans as well as annual reports and audited accounts.
- Authorise and monitor expenditure within budget, in accordance with guidelines set down with the Audit and Risk Sub-committee of the Board.
- Ensure the achievement within agreed timescales of planned operational targets and service levels within agreed revenue and expenditure budgets.
- Ensure that progress on all decisions of the Board is regularly reviewed by the Board.
- Be responsible for ensuring CEIST compliance with all canonical and civil statutory and other appropriate regulatory requirements.
- Support the Chairperson and the Board in the discharge of their role as the nominated representatives of the Members of CEIST.
- Liaise regularly with the Chairperson on issues relating to CEIST’s business, and to set the agenda for Board meetings.
- Oversee the appointment of Members of Boards of Management across the network.
- Agree a Research Policy in consultation with the Board of Directors for CEIST.
- Oversee the management of the network’s physical resources.
- Lead the Cothú Initiative in supporting Principals, Deputy Principals and Chairpersons as “Leaders of Faith Schools”.
- Build strong and positive relationships with and provide solid support structures for the Primary Schools for whom CEIST accepted Trustee responsibilities in September 2024. Ensure respectful and collaborative relationships with the Patrons of these schools.
- Work positively and cooperatively with the Patrons\Trusts with whom CEIST shares Patronage.
- Be responsible for delivery of CEIST’s Major Capital Projects including liaising with the Department of Education, KSN Project Managers, Educena and School Boards of Management as required.
- Work with the Department of Education and School Boards of Management to ensure the best possible facilities and the broadest available curriculum for the students in our schools.
- Build and maintain strong and mutually respectful relationships with the DoE, other Patrons\Trustees, the IEC, CEP, APTCS, SSS, ACCS, CPSMA and other bodies.

- Work with other Patrons on “Conversations on the Future of Catholic Education” so that CEIST plays its part in ensuring that Catholic Education continues to be a viable and attractive option for those who wish to avail of it.
- Through the CEIST Director of Education, ensure that CEIST School Leaders receive the optimal level of support.
- Undertake such other reasonable and lawful duties as may be directed from time to time by the Chairperson / the Board of Directors.

Authority:

- The Chief Executive Officer will have the authority, acting on behalf of the Board, to take all decisions and actions necessary for the discharge of the foregoing duties and responsibilities.
- Can approve action plans prepared by the senior management team to deal with any deviations from agreed operational plans and budgets within parameters as agreed by the Board.

Candidate Profile:

The ideal candidate will have the following experience, personal characteristics and educational background:

- An understanding of and conviction about the CEIST Mission and values.
- Capable of nourishing and cultivating the “Faith” aspect of leadership in Principals, Deputy Principals and Chairpersons and of supporting them in nourishing and cultivating this in their staffs.
- An understanding of Patronage and Trusteeship of Catholic education at both Primary and Post-Primary Levels, its implications and obligations.
- The CEO will have experience of holding a senior leadership\administration position in Education - preferably in a faith school.
- The CEO must possess an informed and up to date understanding of the role of excellent school governance in the voluntary secondary sector.

- An understanding of the complexities of managing Major Capital Projects.
- Proven management capabilities with considerable experience in complex, people and values focused organisations.
- Practiced in managing complex, people-based organisations in terms of leading, motivating and continuously re-focussing a professional staff cohort.
- Excellent team building skills and experience together with the stamina to energise motivate and build trust.
- The CEO must possess the ability to lead and manage a cohesive and effective Senior Leadership Team comprising CEO, Director of Education and Director of Finance\Administration.
- The CEO must display a clear understanding and ability to work with the DoE, other Patrons\Trustees, the IEC, CEP, APTCS, SSS, ACCS, CPSMA and other bodies.
- Ability to be a constructive member of a team capable of compromise while upholding CEIST values and traditions.
- Capable of providing clear leadership, combining vision, flair and innovation to a multidisciplinary organisation through strong intellectual rigour and credibility.
- Confident written and oral communication skills to represent the objectives and activities of CEIST to the public, the media and other stakeholders.
- Demonstrable interpersonal communication, persuasion and negotiation skills to manage a dynamic and multi-faceted organisation.
- Able to operate effectively at policy, strategic and operational levels with a reputation for analytical depth and clarity.
- An ability to think strategically and to take and execute decisions.
- The CEO must display the ability to work with others and to lead CEIST through the many challenges, opportunities and changes confronting Catholic Education in the coming years.
- An ability to work with senior officers of Departments of State and other organisations with simultaneous strength and tact.
- An ability to oversee the development, implementation and management of systems, initiatives and processes in the CEIST office to ensure best practice in finance, Human Resources and IT.
- Possesses those qualities of humility and determination to build and nurture relationships both internally and externally to represent CEIST in negotiation and promotion.
- An ability to manage ambiguity.

- A reputation for integrity, professionalism, credibility and tenacity.
- A university degree and/or professional qualification essential, preferably with senior management experience in education, education-related activity or business, in the public, community or voluntary sectors, not-for-profit or similar organisations would be an advantage. An appropriate post-graduate qualification is desirable.