



## **Position: Chief Executive Officer of the Dublin Adult Learning Centre (DALC)**

### **Reporting to Board**

### **About DALC**

DALC is a non-profit organisation dedicated to empowering adults through literacy and language education. Our Mission is to provide high quality basic education services rooted in the context of communities living in the North Inner City

### **Position Summary**

The CEO is responsible for providing strategic leadership, overseeing operations, and ensuring the efficient and effective management and financial sustainability of the organisation. This role involves working collaboratively with the Board of Directors, the staff, community partners, and funders to expand the centre's impact and effectiveness. The CEO will champion community adult education, advocate for literacy initiatives, and drive organisational growth.

### **The Main Duties and Responsibilities of this position are:**

#### **1. Strategic Leadership and Vision**

- Develop and implement a strategic plan in collaboration with the Board of Directors and staff in DALC.
- Identify and pursue opportunities for growth, innovation and community impact.
- Represent the organisation as a thought leader in adult literacy and language education at local and national level.

#### **2. Financial Management and Governance**

- In conjunction with the Board of Directors to ensure compliance with all governance aspects relating to DALC designation as an organisation included on the Public Register of Charities.
- Ensuring on-going review and compliance with the Governance Code for Charities.
- To oversee the development and support the work of the Board of Directors
- Develop and manage the annual budget to ensure the financial stability and sustainability
- Lead and support a senior management team in DALC

- Secure funding sources to maintain the core work of the centre
- Maintain strong relationships with funders, relevant government departments and statutory agencies and other community and voluntary organisations.

### **3. Operational Management**

- Oversee daily operations, ensuring efficient programme delivery and compliance with policies and regulations
- Build and maintain a high performing team, through effective leadership, mentorship and professional development.
- Foster an inclusive, collaborative, and mission driven organisational culture.

### **4. HR Management and Policy Development**

- Development and implementation of all HR/Staff Policies, Procedures and Practices.
- Continue to ensure that the organisation's HR policies and practices are person centred based on the values of fairness and equality.
- Development of a Staff Support Process that balances the needs of the organisation with the need to provide all staff with a positive employment experience and an opportunity to progress within a supportive working environment.

### **5. Programme Development and Education**

- Ensure that programmes align with community needs and educational best practice.
- Oversee the assessment and evaluation of programmes effectiveness and outcomes and ensure that DALC meets all its QQI quality assurance requirements.
- Foster innovation in curriculum development, digital literacy, and learner support services.

### **6. Community Engagement and Advocacy**

- Build and strengthen partnerships with local and community organisations.
- Advocate for policies and initiatives that support adult literacy and language education.
- Act as the primary spokesperson for the organisation, increasing its visibility and impact.

