



Person Specification: Chief Executive Officer CEO – Dublin Adult Learning Centre (DALC)

1. Qualifications & Professional Development

Essential

- A relevant third-level qualification in one or more of the following areas: Adult Education, Community Education, Social Sciences, Leadership/Management, Business, Public Administration, or related field
- Evidence of ongoing professional development relevant to leadership, adult learning, governance, or organisational management.

Desirable

- Postgraduate qualification in Adult Education, Educational Leadership, Community Development, or Management
- Qualification or strong working knowledge in Quality Assurance / QQI systems
- Training in HR management, governance, or charity compliance.

2. Experience

Essential

- Significant leadership experience in a community, education, voluntary, or not-for-profit setting
- Demonstrated experience in strategic planning and organisational development
- Strong experience in people management, including supervision, staff development and performance support
- Experience managing budgets and financial oversight, including planning and reporting
- Proven track record in building and maintaining relationships with funders, statutory bodies, and community partners
- Experience delivering and overseeing education or learner-focused programmes, ideally in adult basic education/literacy.

Desirable

- Experience working with adult literacy, ESOL, language education, or disadvantaged communities
- Experience working directly with a Board of Directors
- Experience securing funding through grants, service level agreements, or partnerships
- Experience in organisational growth, service expansion, or change management.

3. Knowledge & Understanding

Essential

- Strong understanding of the principles and values underpinning adult and community education
- Knowledge of the challenges faced by adult learners including barriers relating to: literacy, language, digital exclusion, poverty, and social inequality
- Understanding of governance responsibilities in the charity sector, including compliance and accountability
- Knowledge of best practice in staff wellbeing, inclusive workplaces and equality
- Awareness of the importance of monitoring, evaluation and outcomes in programme delivery.

Desirable

- Knowledge of the Governance Code for Charities and Charity Regulator requirements
- Familiarity with QQI Quality Assurance requirements and education programme evaluation
- Understanding of national adult literacy strategy and relevant Irish education and community policy landscape.

4. Skills & Competencies

Essential

Strategic Leadership

- Ability to develop, communicate and deliver a clear organisational vision and strategy
- Strong decision-making skills with the ability to balance mission, operations and sustainability

Financial & Resource Management

- Strong budgeting, planning and financial monitoring skills
- Ability to identify and pursue funding opportunities and manage funder relationships effectively

Operational Management

- Strong organisational skills with the ability to manage multiple priorities
- Ability to oversee service delivery while ensuring compliance with policies and standards

People Leadership

- Proven ability to build and lead effective teams
- Skilled in mentoring and supporting staff development
- Ability to create a positive workplace culture grounded in fairness, equality and inclusion

Communication & Advocacy

- Excellent written and verbal communication skills
- Ability to represent DALC professionally with stakeholders and the wider public
- Confident public speaker and advocate for adult literacy and language learning

Partnership Building

- Strong relationship-building skills with communities, agencies and partners
- Collaborative approach with the ability to influence and work across sectors

5. Personal Attributes

Essential

Strong commitment to DALC's mission and values

- A leadership style that is inclusive, respectful and empowering
- Integrity, professionalism and high standards of accountability
- Resilient and adaptable, able to lead through challenge and change
- Person-centred approach with strong emotional intelligence
- Innovative mindset with openness to new ways of working

