



Chief Executive Officer

Information Pack

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Introduction

Dear Candidate

Thank you for your interest in becoming Team Hope's next Chief Executive Officer.

Founded in 2010, Team Hope has an established reputation for creating a positive impact in the lives of children in our countries of operation. In 2022 our Christmas Shoebox Appeal reached 173,563 children across Africa and Eastern Europe while our Sustainable development projects worked to improve health outcomes, increase incomes and improve access to water and sanitation as well as assisting those displaced by the war in Ukraine.

This is an exciting time to join Team Hope as we look to build on our achievements to date and take forward our strategic plan to increase the scale and impact of our programmes.

We are looking for someone who shares our passion and ethos and who has the leadership abilities to guide and motivate a small team that achieves substantial impact through the support of volunteers in Ireland and partner organisations in our countries of operation. Well versed in charity governance and with experience in resourcing and delivering on strategic objectives you will also have an important representational role.

If you feel that you might be the right fit for this interesting and rewarding role we would love to hear from you and would strongly encourage you to apply.

Best Wishes,

Jennifer Thompson

Chair

TEAM HOPE™
Helping vulnerable children overseas

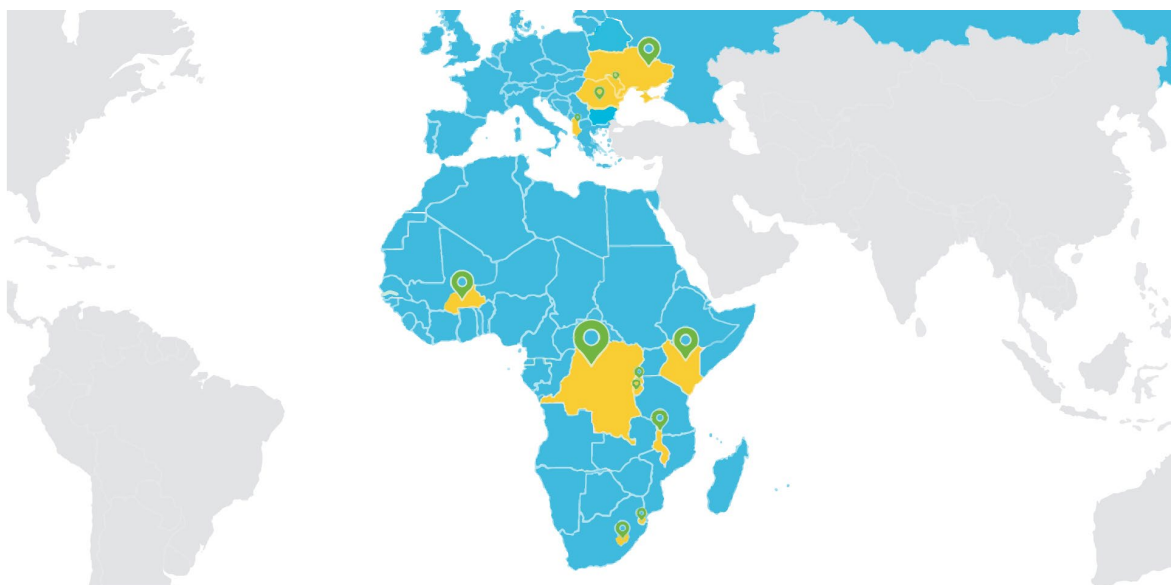
Who we are

Team Hope is an Irish, Christian and child-focused international development organisation. Founded in 2010, we work in Africa and Eastern Europe to help children affected by poverty or marginalisation.

Our mission is to work with communities to transform children's lives by tackling poverty and inequality through our Christmas Shoebox Appeal, sustainable development projects and in raising awareness of poverty's causes and impacts.

Team Hope currently works in 12 countries globally, 4 in Eastern Europe and 8 in sub-Saharan Africa through a range of local partners who help deliver our projects. In Ireland, we are lucky to receive the support of hundreds of committed volunteers, schools, churches and corporate partners.

Together we work in our countries of operation with our partners and in Ireland with a body of highly committed volunteers to achieve our vision of a world where children are able to fulfil their holistic potential, free from the injustice of poverty, discrimination and inequality.



What we do

Team Hope seeks to achieve its mission and vision through three main areas of programming:



CHRISTMAS SHOEBOX APPEAL

Our largest programme, and by a now a regular tradition in Irish households, this appeal sees children and communities from across Ireland fill a shoebox with gifts which Team Hope through its partners then deliver to a child affected by poverty in Africa or Eastern Europe. This project is supported by over 1,700 Irish schools and is facilitated by 50 volunteer teams across the island of Ireland who help collect, check and pack gift-filled shoeboxes. In 2022, Team Hope distributed joy bringing gifts to 173,563 children and reached over 2.5m children since 2010.



DEVELOPMENT PROJECTS

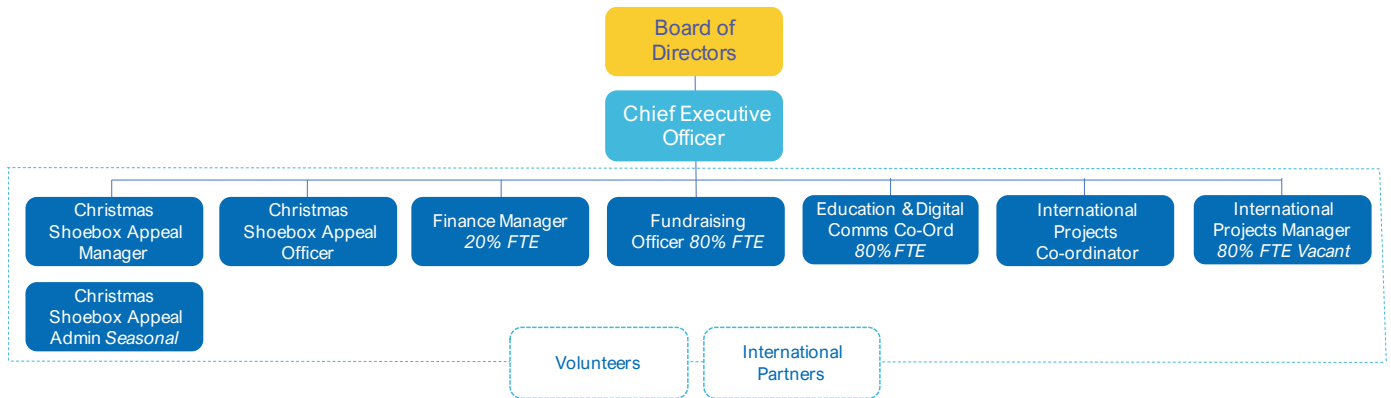
Team Hope works to address the structural causes of poverty through a range of sustainable development programmes in the various countries where we operate. Largely focused in sub-Saharan Africa, the projects implemented through local partners seek to address issues affecting children such as poverty, healthcare, nutrition, water access, hygiene and sanitation. In 2022, Team hope also worked with our partners in Eastern Europe to lead a response to the war in Ukraine meeting immediate needs of refugees and displaced people within Ukraine while also supporting longer term integration and recovery amongst refugee populations.



EDUCATION AND AWARENESS

Team Hope currently engages schoolchildren in Development Education with our Confirming Hope resource which seeks to raise awareness of the Sustainable Development Goals as part of the Catholic Confirmation Curriculum. This resource was utilised in 80 schools in 2022. This is an area of programming that Team Hope is currently seeking to expand.

How we're organised



Our values and ethos

Team Hope's Values

- **Dignity and Compassion:** Team Hope believes that every human being has inherent dignity and we commit to respecting and promoting their voice and agency in our work. Foundational elements are our compassion for and empathy with those who are disadvantaged due to an uneven distribution of resources. In particular, we will help to empower communities and individuals who are vulnerable, marginalised or discriminated against.
- **Integrity:** A belief in this inherent dignity also leads Team Hope to adopt the highest levels of professional integrity possible, in our conduct and also in the quality of work Team Hope delivers.
- **Inclusion:** Team Hope values inclusion and primarily incorporates it into our work in two ways. Firstly, we seek to ensure that neither race, gender, ability, religion, politics or any other distinction limit a person's opportunities. This means we work to benefit children based on need alone, with special consideration of additional needs or discriminations faced by them. Likewise, in Ireland we aim to create a diverse environment where everyone can participate in Team Hope's activities, especially through volunteering. Secondly, Team Hope works to create an inclusive atmosphere where the opinions of our partners, volunteers and staff are included and represented in decision making.
- **Partnership:** Team Hope works primarily through local partners in the countries where it operates. Our overseas partners bring an in-depth knowledge of culture, language and context. Working with them contributes towards an active and effective civil society able to speak and act on behalf of communities living in poverty. We are also committed to working in partnership in Ireland to complement others' skills, knowledge or abilities and together achieve better results.
- **Accountability and Transparency:** As a charity Team Hope is accountable both to those from whom it receives support as well as to communities with whom it works. A key way in which this accountability is fostered is through transparency on what Team Hope does, how it uses the resources at its disposal and what results this achieves. As part of this, our accounts are independently audited and published annually on our website.

Team Hope's Ethos

Our Christian ethos provides the basis for why Team Hope exists and the values we hold.

We believe that God has created and loves all individuals equally, presenting us with the call to do the same: to 'Love your neighbour as yourself.' This represents a radical challenge in a world where many are not treated equally and where poverty, discrimination and marginalisation lead to suffering and unfulfilled potential.

Christian teaching gives a strong call for us to address poverty in all of its manifestations. We are called to show love to the poor, to have compassion, to combat oppression and to create societies which protect and empower the disadvantaged.

Poverty is not just limited to an economic interpretation but is based on a holistic model including economic, social, spiritual and relational aspects. Given the unique vulnerability of children, Team Hope works primarily to show compassion to them, to address the structural cause of poverty and to advocate on their behalf.

Team Hope is seeking a candidate who actively aligns with this ethos in both their personal and professional life. The successful candidate would be required to sign [Team Hope's 'What We Believe document'](#) (click link to access).



Strategy

Team Hope has an ambitious Strategic Plan which seeks to grow our operations, increasing the number of children we can assist through our Christmas shoebox Appeal and in particular expanding our sustainable development projects and securing more funding for them.

Team Hope also seeks to expand its engagement in Ireland through better raising knowledge and awareness of poverty's causes and impacts. Beginning in 2020, COVID-19 had an impact on the rollout of our current plan and we are now seeking a highly motivated individual to ensure delivery of our strategic objectives.

Our strategic objectives are:

1. **Increase the number of children who receive Christmas Shoebox Gifts whilst improving the quality of boxes sent**
2. **To improve the lives of 10,000 children by 2025 through empowering communities to deliver sustainable change**
3. **To raise knowledge and awareness of issues associated with poverty or marginalisation and to encourage those living in Ireland to take action**
4. **To sustainably resource the work of Team Hope while providing transparency and accountability to stakeholders in Ireland and overseas**



Financials

Here's a snapshot of our latest annual income and expenditure and balance sheet, and you can click on the links below to access the last two years' annual accounts for more detailed information.

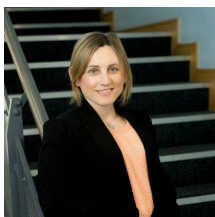
		Unrestricted funds 2023 €	Restricted funds 2023 €	Total 2023 €	Unrestricted funds 2022 €	Restricted funds 2022 €	Total 2022 €
Notes							
Income and endowments from:							
Donations	3,4	867,576	85,657	953,233	912,677	131,928	1,044,605
Gifts in Kind							
	3	3,058,543	-	3,058,543	3,193,280	-	3,193,280
Other trading activities	3	9,176	-	9,176	10,438	-	10,438
Investment and other income	6	-	-	-	13	-	13
Other income	5	-	3,033	3,033	-	113,873	113,873
Total income		3,935,295	88,690	4,023,985	4,116,408	245,801	4,362,209
Expenditure on:							
Raising funds	7	104,800	-	104,800	88,078	-	88,078
Charitable activities	8,9,10	3,960,754	143,443	4,104,197	3,901,204	198,954	4,100,158
Total expenditure		4,065,554	143,443	4,208,997	3,989,282	198,954	4,188,236
Net (expenditure)/income for the year/							
Net movement in funds		(130,259)	(54,753)	(185,012)	127,126	46,847	173,973
Fund balances at 1 April 2022		649,166	62,329	711,495	522,040	15,482	537,522
Fund balances at 31 March 2023		518,907	7,576	526,483	649,166	62,329	711,495

	Notes	2023 €	2022 €
Fixed assets			
Tangible assets	17	1,936	4,357
Current assets			
Debtors	19	4,414	2,941
Cash at bank and in hand		540,947	722,199
		545,361	725,140
Creditors: amounts falling due within one year	18	(20,814)	(18,002)
Net current assets		524,547	707,138
Total assets less current liabilities		526,483	711,495
Income funds			
Restricted funds		7,576	62,329
Unrestricted funds		518,907	649,166
		526,483	711,495

[Annual Report March 2023](#)

[Annual Report March 2022](#)

Meet the Board



Jennifer Thompson
Chair

Jennifer lives in Dublin and works as a civil servant. She has previously worked for an international development agency and has travelled widely living in both South America and Cambodia.



Kate Hogan

Kate is a primary school teacher based in Dublin. Kate was volunteer coordinator for the north Dublin Christmas Shoebox checking centre and has also been on distribution teams.



Audrey Wilson

Audrey lives in Co. Monaghan, having worked in the community and voluntary sector for over 15 years. Audrey previously led YWCA Ireland, and now works as a Community Development Officer specialising in integration.



Pádraig Ó Ruairc

Pádraig lives in Kildare and works with the Irish Cancer Society and worked over 25 years' at home and overseas in Health, Finance, Community Transport, Development and emergency rehabilitation, including extensive operational management.



Dr. Kirstie McAdoo

Kirstie lives in Dublin and has diverse experience in research, post-primary education, teacher training, curriculum formation and NGO leadership. Head of Education and Research at an urban farm she helps with making food and farming, research and educational opportunities available to all.



Vicky Leatham

Vicky specialises in charity compliance and governance with over a decade of experience in the social and charity sectors in Ireland. Vicky has done a range of voluntary work abroad including research in South East Asia for a Master's degree in Humanitarian Action.



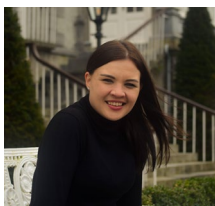
Michael O'Connell

Mike lives in Limerick and recently retired as Vice President of Limerick Institute of Technology. He is a Chartered Accountant and higher education consultant.



Dr. Steven Singleton

Steven is the Principal of a third level theological college in Dublin. When Steven and his family lived in Thurles he was the local co-ordinator for the Christmas Shoebox Appeal.



Marile van Eeden

Marile is originally from South Africa, but has been a permanent resident in Dublin since 2019. She is a finance and risk professional with experience in banking, consulting and big tech.

Job Description

Job Title:	Chief Executive Officer (fixed term 5 years, with option for renewal)
Reporting to:	Board
Location:	Dublin (with the option of some hybrid working)
Hours per week:	35
Package:	€65,000 - €75,000 commensurate with experience; 5% employer pension contribution
Leave:	25 days a year plus statutory

Role and Responsibilities:

Governance and Accountability

- Working with the board, ensure Team Hope complies with best practice governance standards such as the Charity Regulator Governance Code, and complies with all relevant legislation (e.g. companies law, health and safety)
- Ensure that Team Hope has an appropriate policy framework to govern its operations, regularly reviewed in line with best practice, and incorporates into the culture of Team Hope's staff body, volunteers and partners.
- Support the board to achieve its function through maintaining good communication, preparing board documents, attending board meetings and providing support to the duties of the company secretary.

Strategic development and performance

- As directed by the board, lead the development and review of Team Hope's strategic plans and ensure appropriate plans and actions are in place to achieve Team Hope's strategic objectives
- Be responsible for the overall performance of the organisation, and ensure that the organisation is meeting the performance goals and standards set by the Board.
- Develop frameworks to measure Team Hope's performance against its strategic objectives and report on these to the board
- Develop and implement a clear strategy to financially and otherwise resource Team Hope's strategic objectives
- Lead annual planning and budgeting processes
- Identify, build and cultivate strategic partnerships that help Team Hope achieve its strategic objectives

Communications

- Represent Team Hope in the media as part of campaigns or as arises and act as an ambassador to other core stakeholder groups (volunteers, churches, corporate partners etc)

- Ensure Team Hope has a well-supported and effective communications strategy in place

Finance

- Manage and be accountable for Team Hope's financial accounts and maintain the financial sustainability of the organisation (developing budgets, overseeing expenditure, audit, fundraising, etc.)

Leadership and Stakeholder Management

- Lead and develop a small team of staff, creating a professional culture that is both supportive and results focused. This will include creating an environment in which employees are clear about their individual roles and responsibilities, feel supported and are accountable to the organisation; facilitating professional development and on-going training for employees; ensuring that employees are set achievable and challenging professional and personal goals that are appraised
- Ensure that Team Hope has the appropriate skills and staff resources to achieve its strategic objectives, recruiting and on boarding new staff or building the internal skills base as required.
- Develop appropriate management structures for Team Hope that contribute to a positive workplace environment and the achievement of performance objectives.
- Have people management responsibility for team members who report directly to the CEO
- Identify and build strategic relationships with partners and other key stakeholders including overseas partners, donors, corporate partners, church leaders,
- Built good networks across the non-profit sector linking Team Hope with broader best practice networks
- Oversee best practice monitoring and reporting for international partners and projects
- Lead and participate in prayer with staff, board members and partners
- Coordinate prayer points and themes suggested by Team Hope's partners and volunteers around Ireland and facilitate communal reflection guided by these

Duties and responsibilities are not definitive and may vary over time or include other duties as directed by the Team Hope board.

Person Specification

Team Hope is seeking an experienced leader with the skills and experience to expand the scale of Team Hope's programmes and the impact on the communities we work with in Africa and Eastern Europe.

The ideal candidate will have substantial experience of managing and leading teams to deliver results in line with a strategic plan. They should be an adept communicator with the ability to motivate others to engage with Team Hope's vision and mission. Evidencing well practiced strategic thinking Team Hope's new CEO should also have experience of engaging with board of directors and supporting them to achieve the highest levels of transparency, accountability and compliance across all Team Hope's operations.

This role will be based in the Team Hope office with the opportunity to apply for hybrid working under Team Hope's remote working policy. Travel within Ireland and to Team Hope's overseas countries of operations will be required on an occasional basis as part of this role.

Essential Criteria

Experience

- Masters Qualification in relevant area (i.e International Development, International Relations, Management etc) or equivalent professional experience
- Experience of building and maintaining stakeholder relationships to deliver on organisational aims
- Proven track record in setting and delivering successful fundraising and/or communications strategies
- Proven ability to deliver performance objectives in line with strategic plans, including leading annual planning processes and reporting on progress
- Ability to plan and manage a complex organisational workload to meet agreed targets
- At least three years' experience of leading, managing and motivating a team
- Experience of designing and implementing organisational strategy
- Proven ability in financial management and oversight, including setting and managing budgets
- Previous experience of reporting to or serving on a board of directors
- Proven experience of developing and implementing organisational policies to ensure organisational values and best practice are represented across all aspects of an organisation's work
- A sound understanding of relevant legislative and governance requirements for Charities in Ireland, including implementation of the Charities Regulator Governance Code

Skills and Attributes

- Must be a committed Christian, with demonstrable identification and alignment with Team Hope's Christian ethos and Values, and experienced in engaging with faith communities
- Excellent communication skills, both written and oral, including presentations, report writing, negotiating and networking skills
- Full driving licence

Desirable

- Experience of working in the International Development Sector
- Previous experience of representing an organisation in the media
- Prior experience of working in an organisation that engages volunteers



How to apply

Please forward a **CV, maximum three A4 sides**, together with a completed **Supplementary Questions** form available from www.engageexec.co.uk, ensuring you have included mobile, work and home telephone numbers, as well as any dates when you will not be available or might have difficulty with from the recruitment timetable.

The deadline is **Noon on Monday 4 March 2024**. Applications should be made by email to: patrick@co3.org.uk

Contact Patrick Minne on +44 7792 509003 if you have any queries about the role or the application process.

Eligibility

Candidates must be legally entitled to work in Ireland at the time of application.

Disability

If you consider yourself to have a disability relevant to the position for which you are applying, please contact Patrick Minne so that we can process your application fairly, make any specific arrangements for your interview, and make any necessary reasonable adjustments or adaptations, or provide any aids to assist you in completing the duties of the post if appointed.

Equal Opportunities

Team Hope is an equal opportunities employer and will not unlawfully discriminate in its recruitment and selection procedures. In accordance with Ireland's Employment Equality Acts 1998-2015, it is an occupational requirement that team Hope's Chief Executive Officer is a committed Christian in full agreement with Team Hope's Statement of Faith.

Consent

By applying for this role you are providing consent for Team Hope to use and keep information provided on this application or elsewhere as part of the recruitment process and/or personal information supplied by third parties such as referees, relating to the application or future employment. Information provided will be used to make a decision regarding suitability for this position and if successful the information will be used to form personnel records and will be retained for the duration of your employment.

Timeline

CV, Supplementary Questions and Equality Monitoring and Criminal Convictions forms to be submitted

Noon, Monday 4 March 2024

First Interviews

Thursday 7 March 2024

Second Interviews (may include a seen or unseen task)

Friday 15 March 2024

Final Interviews

Tuesday 26 March 2024



Please address any enquiries relating to the advertised position, and your submission, to Team Hope's recruitment partners:

Patrick Minne



Tel: +44 7792 509003
Email: patrick@co3.org.uk

www.engageexec.co.uk



Enquiries unrelated to this recruitment can be addressed to:

Team Hope

5 Leopardstown Business Centre
Ballyogan Avenue
D18 CF67

Tel +353 (0)1 294 0222
Email: info@teamhope.ie

Irish Charity No.: **CHY 14524** | Company
No.: **359820** | Charities Regulatory Authority No.: **20047627**