



CAMP HILL COMMUNITY
GLENCRAIG

Chief Executive Officer

Information Pack

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Introduction

Dear Candidate

Thank you for expressing your interest in the post of Chief Executive Officer (CEO) with Camphill Community Glencraig (CCG).

Camphill communities were founded by Dr Karl König and based on the principles of Rudolf Steiner. Glencraig was the first Camphill Community based in Northern Ireland and opened in April 1954 providing care, support and education for children and young people with additional needs.

This information pack highlights the type of individual we are looking for to lead the charity over the coming years as we build on our proud successes, as well as taking on the challenges we will face together. Strong leadership is vital to the future success of Glencraig.

We are extremely proud of the quality of care and standard of living provided since then and currently provide to 86 adults and children. We have been able to maintain those standards even against a backdrop of funding uncertainty and cuts combined with ever-increasing regulation. For the Board of Trustees this context underscores the important role that the new-to-post Chief Executive will have in leading Glencraig forward to a place of greater sustainability, to continue to provide services in this unique community.

This is a substantial leadership role which offers an exceptional and rewarding opportunity to lead a committed and passionate team to develop CCG to its next stage. It is important that the new-to-post Chief Executive respects the values and ethos of CCG and has the leadership experience needed to ensure the financial and environmental sustainability of the charity.

This post has become available due to the planned retirement of our current CEO.

We are being assisted by our senior recruitment partners, Engage, in this search and selection, and they will be delighted to field any questions you may have about the role in the first instance.

Yours faithfully

Elizabeth Mitchell
Chair



Who we are

Glencraig was the first Camphill Community based in Northern Ireland (NI) which opened in April 1954 providing care, support and education for children and young people with additional needs. Part of the larger Camphill movement, it is based on the Rudolf Steiner philosophy which strives to integrate the intellectual, practical and artistic development in all its services. Camphill is a way of life, where each person according to their ability contributes what they can towards the well-being of the others.

CCG affirms that all people have the right to be protected from harm and abuse. Promoting the welfare of all people and safeguarding them from harm is paramount to all our practices. At the core of the community is the recognition of the dignity of people with disabilities. We believe that no matter what an individual's disability may appear to be, the essential core that makes us all human always remains whole. Everyone deserves equal respect and opportunities in life so that all may be able to fulfil their potential. We provide that through the range of services and support that forms our community life.

CCG has a mixture of employed staff (369) and long-term and short-term vocational co-workers (50). We provide a range of services on our 100-acre site including a registered residential care home for adults, a residential children's home, an independent special needs school, day services for adults including a registered day care centre with day opportunities including, a farm, market garden and laundry within which our residents play an active role.



What we do

Our four services each strive to meet each individual resident's physical, spiritual, psychological, social, cultural, and healthcare needs in a caring, supporting environment.

To help every individual reach their Potential we follow the Camphill Approach which acknowledges the importance of creating a balance between:

- Hands** Practical Skills strengthen the will and intention, using physical and creative activities and leading to increased independence.
- Heart** The Arts enthuse and engage the feelings, using one's personality, positive attitude, and building authentic meaningful relationships
- Head** Life Skills learning how to recall, retain and use learning in daily Life

We employ a Positive Behavioural Support therapeutic model which aims to enhance quality of life as both an intervention and outcome for people who display behaviour that challenges and those who support them.

We recognise the importance of nutrition and healthy eating. Meals are planned to ensure that children and adults have a balanced and varied diet, while respecting their choices and preferences. We are fortunate to have delicious, fresh seasonal fruit and vegetables grown in the organic gardens on-site.

Treating our environment in a respectful and sustainable manner has always been intrinsic within the Camphill Approach.

School

We cater for children and young people with: Intellectual/Learning Disabilities, Autism Spectrum Disorder and Behavioural Challenges

Our team of skilled and experienced staff support each child's individual needs, encouraging and helping them in every aspect of their learning journey. They do so by providing a homely, aesthetic environment, facilitating warmth in interactions and providing time and space for our pupils to communicate their needs in their own particular ways.



The Waldorf curriculum is broad, engaging and accessible at multiple levels, providing content designed to support the holistic development of each pupil. The choice of content is bespoke to the needs and circumstances and the stage of development of each individual pupil, based on close observation of the pupil, their needs and how they communicate those needs.

Craigmichael Children's Home

At Craigmichael we strive to maintain a homely and comfortable environment for our residents, which instils a sense of security and belonging. Our children's home has places for three residents and benefits from a modern, spacious and recently refurbished interior, and a beautiful garden with a swing, trampoline, flowers and herbs.

Our children's team is committed to creating a clean, safe and happy environment which meets the needs of our individual residents to the highest possible standard. Staff training is tailored to the individual needs of the residents and we always seek to create a positive and supportive working environment whereby everyone feels valued and listened to. We believe that this is essential for team morale and for achieving positive outcomes for residents.



Day Services

Our Day Services comprise day care and day opportunities. Some of our residents attend our day services and we also have day attenders.

We offer meaningful day activities which focus on the development of social skills enabling everyone to interact and work together in a positive way. As well as that we recognise and work towards the potential of each individual through respect, dignity, equality, integrity and a wide range of learning opportunities supported by the organisation values.

AQA Award Scheme

We work closely with the Assessment and Qualifications Alliance (AQA) as a respected national examination board. AQAs are embedded in our activities allowing individuals to work towards achievements and recognition.



Day Care

Our Day Care Services offer a variety of activities which provide meaningful work for individuals with learning disabilities and complex needs based on their unique interests and skills. A variety of activities are provided, enhancing the development of individual and social skills: pottery, catering, circus skills, swimming, horse riding, beach walks, outings, gardening, recycling, sensory art.

Day Opportunities

Our Day Opportunities workshops provide meaningful activities through seasonal crafts and work processes that are underpinned by the organisation's values, vision and a mission focusing on maximising the potential of every individual through learning new skills, developmental opportunities and horticulture therapy.

Farm

The farm operates as a social care workshop. Spending time outdoors contributes to individuals' well-being and health in a very positive way. As part of the farm we co-ordinate the overall environment of the estate and its upkeep, environmental projects and the Market Garden, as well as supplying produce, particularly organic beef, fruit and vegetables to the community.



Estate Team/Horticulture

Taking part in structured gardening activities offers the opportunity to improve many skills. In the Estate Areas the Team continues to maintain flowerbeds, tidy up paths, weeding, planting, mulching and mowing lawns.

The Laundry Team

The laundry team provides a service for the whole community. Our adults collect laundry for washing from the houses, sort, wash, dry and iron and return to the houses.

Arts and Crafts

In our Arts and Crafts Workshop the team uses natural materials to create seasonal projects and products with both residents and day attendees. We make decorations for the Community's festivals and celebrations whilst maintaining a warm and therapeutic atmosphere within the workshop. Activities include embroidery, painting, card making, weaving, mobile making and a little woodwork.

Adult Residential Home

We have 13 adult residential homes which are registered for up to 54 adults spread across our 100-acre site. Our adults live in small house communities ranging in size and can accommodate one to seven residents depending on the house.

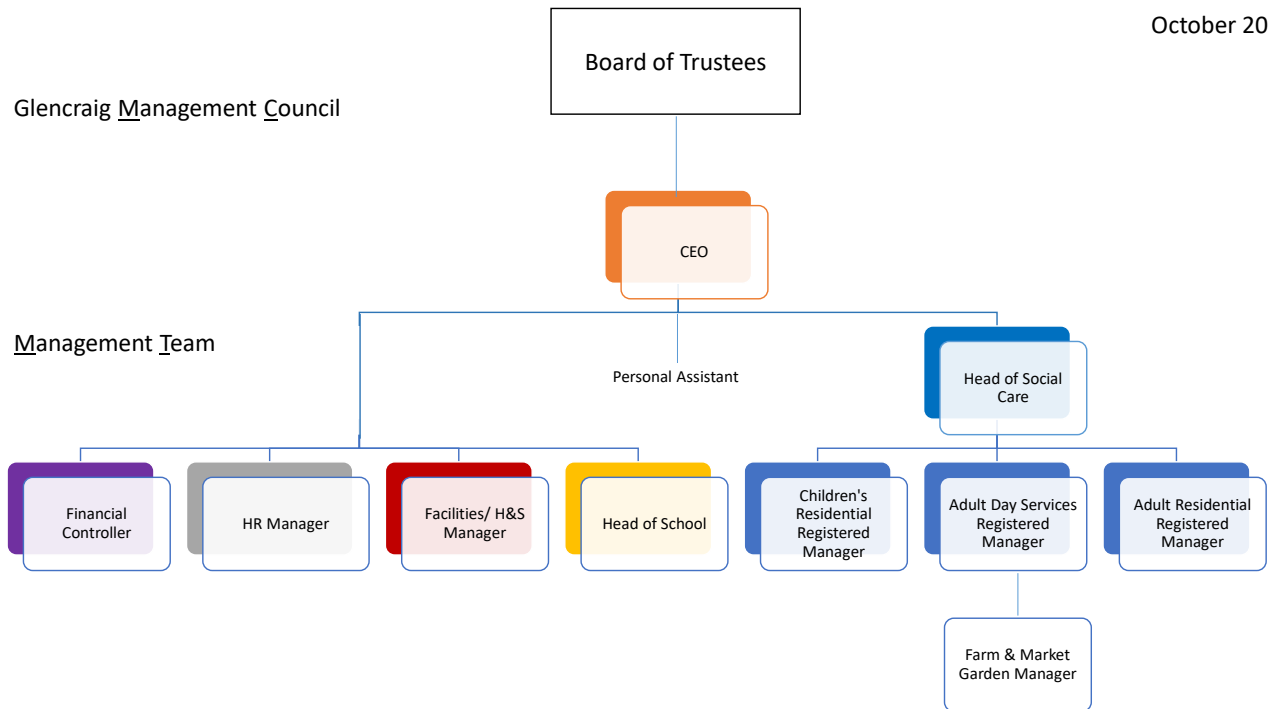
We create and maintain a homely and comfortable environment for our residents within a community-based setting. Adults have private rooms which are personalised to their own tastes and participate in shared meals and community activities.



How we're organised

October 2025

Glenraig Management Council



October 2025



Camphill Community Trust (NI)

CCTNI

CCTNI Trustees
Inc Glenraig MC Rep

Craigowen Housing Association

CHA

CHA Trustees
Inc Glenraig Parent Rep

Camphill Social Fund

CSF

Social Fund Trustees
Inc Glenraig Rep

Northern Neighbourhood
Group (NNG) – 4 Camphills +
CCTNI

Association of Camphill
Communities (AOCC)
UK & Ireland

Strategy

THEMES OF OUR 5 YEAR STRATEGIC PLAN 2022-2026



MID-POINT STRATEGIC REVIEW IN 2024 IDENTIFIED 3 DEVELOPMENT PRIORITIES

- Immediate additional accommodation and staff for the School to facilitate 20 students
- Additional facilities and staff for adults using day services which would support 32 Day Care places
- Increase Adult Residential places to current capacity of 54 and review target capacity

Mission

CCG is a person-centred, therapeutic community where children and adults with learning disabilities can live a meaningful life and develop to their full potential through a holistic creative approach. We offer choice and purpose within a sustainable nurturing environment whilst working in close partnership with families and key stakeholders in Northern Ireland.

Vision

We have a vision of the world where children and adults, irrespective of ability, can live, learn and work together in a caring community, where positive life experiences within a natural and culturally rich environment, enable every individual to reach their full potential.

Values

The following values have been determined as being core to CCG's work within the context of being a Camphill Community;

- P** Positive - Supporting well-being with a positive approach to life and work
- O** Opportunities - Creating opportunities for all to reach their full potential
- T** Transparency - Encouraging transparent governance and continuous improvement
- E** Equality - Recognising the uniqueness and contribution of individuals
- N** Nature - Sustaining a natural environment for development and well-being.
- T** Therapeutic - Creating a holistic environment for health and education
- I** Inclusive - Fostering a diverse and safe community
- A** Accountable - Taking responsibility for the quality of life of those in our care
- L** Life-long Learning - Embracing learning in a warm and welcoming environment

Maximising the potential of children, young people and adults, supporting families and carers.

Key Priorities

Our key priorities relate to six strategic aims:

- Putting Our Beneficiaries First
- Human Resources: Staffing & Volunteering
- Financial Resources: Sustainability
- Unique Glencraig Distinctiveness & Camphill Approach
- Environmental Resources: Facilities & Estate Maintenance
- Partner & Statutory Relationships

During 2024/25 we identified two specific key priorities

- immediate additional accommodation for the school
- to provide additional facilities for adults using day services which would support the increase of more adult residential placements

Financials

If you're reading online, you can view [our latest Annual Report here](#). Below is a snapshot of our latest published annual income and expenditure report, and you can click on the links below to access the last three years' annual accounts for more detailed information. (Note: that the last year the organisation changed its year end month from January to March so the most recent report covers 14 months.)

		Unrestricted Funds Mar 25 £	Restricted Funds Mar 25 £	Total Funds Mar 25 £	Unrestricted Funds Jan 24 £	Restricted Funds Jan 24 £	Total Funds Jan 24 £
Income							
Donations and legacies	6.1	47,790	-	47,790	324,377	80,000	404,377
Charitable activities							
■ Grants from government and other funders	6.2	17,780,547	-	17,780,547	13,786,499	-	13,786,499
Other income	6.3	40,805	-	40,805	51,671	-	51,671
Total income		17,869,142	-	17,869,142	14,162,547	80,000	14,242,547
Expenditure							
Charitable activities	7.1	17,494,214	39,307	17,533,521	13,944,477	115,633	14,060,110
Net income/(expenditure)		374,928	(39,307)	335,621	218,070	(35,633)	182,437
Transfers between funds		-	-	-	(13,432)	13,432	-
Net movement in funds the financial period		374,928	(39,307)	335,621	204,638	(22,201)	182,437
Reconciliation of funds.							
Total funds beginning of the period	18	1,701,262	493,012	2,194,274	1,496,624	515,213	2,011,837
Total funds at the end of the period		2,076,190	453,705	2,529,895	1,701,262	493,012	2,194,274

	Notes	Mar 25 £	Jan 24 £
Fixed Assets			
Tangible assets	11	628,781	700,649
Current Assets			
Stocks	12	75,194	56,907
Debtors	13	521,584	656,005
Cash at bank and in hand	14	2,916,519	2,132,624
Client bank balances		574,799	536,964
		4,088,096	3,382,500
Creditors: Amounts falling due within one year	15	(2,186,982)	(1,888,875)
Net Current Assets		1,901,114	1,493,625
Total Assets less Current Liabilities		2,529,895	2,194,274
Funds			
Restricted trust funds		453,705	493,012
General fund (unrestricted)		2,076,190	1,701,262
Total funds	17	2,529,895	2,194,274

Annual Accounts March 2025

Annual Accounts January 2024

Annual Accounts January 2023

Meet the Board



Elizabeth Mitchell

Retired medical practitioner. Previously held the role of Deputy Chief Medical Officer, Department of Health.



Koulla Yiasouma

Qualified social worker. Previously held the role of Northern Ireland Commissioner for Children and Young People.



Frances Shannon

Qualified teacher who was employed in Hazelwood Integrated College and was Head of Youth Leadership.



Oscar Donnelly

Previously held the role of Director of Mental Health and Disability Services in the NHSCT.



Gerry McCann

Retired resource manager having worked for many years in media mainly for RTE in Belfast. Parent of a resident in Glenraig.



Rosalind McSparron

Management accountant and has worked in a variety of senior roles within public, charity and private sector.



Kate O'Brien

Management Accountant and previously worked in senior roles within the Belfast Trust. Parent of a resident in Glenraig.



Brett Lockhart

Retired barrister and King's Counsel. He is also a parent of a resident in Glenraig.



Katia Lopez

Long-term co-worker currently therapeutic activities' teacher at the School, Katia has dedicated her life to Camphill.



Jacqui Montgomery Devlin

Over 26 years' experience in child and adult safeguarding across the statutory and voluntary sectors.



Ron Fleming

Associate Chartered Accountant. He is also a parent of a resident in Glenraig.



Jeremy Hill

Retired solicitor and previously a partner in Carson McDowell LLP.

Job Description

Job Title:	Chief Executive Officer (CEO)
Reporting to:	Chair and Board of Trustees (Management Council)
Location:	Based primarily at Cultra, Holywood and travel throughout NI Ireland
Salary:	£80,000-£90,000 per annum (subject to negotiation relating to relevant experience)
Pension:	Employer pension contribution 5 %
Holiday entitlement:	28 plus 12 statutory days
Duration:	Permanent
Probation:	6-month probationary period
Hours:	37.5 hours per week, flexibility is required in terms of hours and days worked to fulfil the obligations associated with the post

Key Purpose of the Post

The CEO is accountable to the Board of Trustees for the overall strategic management, leadership and development of CCG to achieve agreed aims and objectives. They will ensure that the organisation complies with its governing document, Charity Law, Company Law, RQIA, H&S law and any other relevant legislation or regulations including requirements in respect of safeguarding at risk children and adults.

The post holder will offer inspirational leadership to staff, co-workers and volunteers to drive a performance oriented and developmental culture. They will role-model the values and ethos of the charity and be committed to fulfilling the mission and vision of CCG.

The CEO will work with the Board to lead the development and delivery of the strategy, ensure monitoring and reporting is in place and the Trustees receive appropriate advice and information on all relevant matters, while maintaining operational oversight and effective management of the delivery of services across the different functions of the organisation.

They will ensure that planning, budgeting, governance, risk and operational/financial controls are appropriate for the running and achievement of the strategic objectives and are operating effectively.

The post holder will develop the CCG's public profile and foster relationships with government, statutory, voluntary and private bodies, and other external stakeholders and partners to support the furtherance of the charity's aims.

The Key Roles of the Chief Executive Officer

Strategic Leadership

The CEO will:

- be an outstanding strategic leader, who can articulate the vision, values and ethos of CCG and who is committed to the highest achievement in all areas of the charity's work.
- have overall responsibility for managing change, ensuring sustainability and achieving the growth of the charity.
- work in partnership with the Board of Trustees in establishing the strategic vision and objectives of CCG.
- ensure that the contribution of the Board of Trustees, staff team, co-workers and volunteers is maximised and coordinated effectively so that the organisation's objectives are achieved in a consistent manner.
- create an empowering culture that embraces change and promotes continuous improvement and innovation.
- lead and develop the senior management team to ensure overall safe and effective governance and sustainability of CCG services.

Organisational leadership and management

The CEO will:

- have the skills, experience and expertise needed to ensure the effective operational management and leadership of CCG to meet the highest standards in care and fulfil their statutory obligations in line with RQIA and EA.
- have ultimate responsibility for the welfare and safeguarding of all those accessing the organisation's services and facilities.
- develop and implement operational plans to deliver the strategic aims, ensuring effective delivery of decision making and accountability processes in line with existing guidance and best practice.
- oversee the appropriate delegation of duties to committees, staff and volunteers.
- ensure the development of human resources policies and practices, including a recruitment, retention and reward plan, so that the staff and co-workers are trained, managed, motivated, appraised, accountable and rewarded in a way which enables the organisation to comply with all employment law and equal opportunities guidelines and laws.
- builds a strong and committed senior management team fostering a culture of openness, accountability and continuous improvement through the

development of performance management systems that ensure key targets are met and underperformance is addressed and supported in a timely manner.

- ensure that the organisation has adequate systems and processes in place to enable it to operate efficiently and produce management information, financial and statutory reports in line with RQIA, EA, Health Trusts and other statutory requirements. These systems and processes will include ICT, facilities, financial, human resource, health & safety.
- ensure CCG has the facilities it needs and that they are efficiently managed and developed. This includes overseeing the development and implementation of a maintenance plan, which adheres to the high standards in health and safety and meets all statutory requirements.
- in conjunction with the property owners as required, oversee large scale asset management across the estate including the oversight of capital projects, and the design, planning and finance of infrastructure improvements.

Leading Transformational Change

The CEO will:

- drive transformational change within the organisation to ensure a programme of continuous development and sustainability to enhance the services provided.
- create an empowering organisational culture that encourages new thinking and innovation that will support the sustainability and ultimately the growth of the charity.
- connect CCG's history with the present and develop the future vision and champions the unique ethos of the Camphill approach.
- ensure that the care and education services are appropriate for client needs and developed as necessary to continue to meet those needs, whilst meeting the demands of changing legislation, new initiatives and changing practice.
- model a collaborative leadership style to instil a culture of partnership working with key internal and external stakeholders.

Income Generation – Financial Sustainability

The CEO will:

- ensure an appropriate income generation strategy is developed, implemented and regularly evaluated.
- cultivate a portfolio of opportunities to generate income from a diverse range of sources:
 - Identifying key corporate donors.
 - a programme of successful bids for income from a range of funders including statutory sources (grants and tenders), grant-making trusts and foundations.

- Optimise income from associates, and other individuals, through regular giving, gift-aid, legacies, etc.
- develop and maintain a strong profile and relationships with present and previous funders.
- develop a robust reserves policy in collaboration with the Board.

Financial Accountability

The CEO will:

- have overall responsibility for the financial stability of the organisation.
- ensure the proper systems, controls and processes are established and effectively monitored to provide accurate timely financial reporting and stewardship.
- lead, oversee and advise on the allocation of resources across the charity.
- review and approve annual budgets of each of the services and departments, to ensure that all budgetary targets are met and efficiencies are maximised and that appropriate action is recommended to address problems identified.
- through the most appropriate agreed roles within CCG, negotiate and agree optimal prices with various providers to achieve economies of scale, and to adopt the appropriate procurement process.

Governance and Legal Compliance

The CEO will:

- works with the chairperson to enable Trustees to fulfil their duties and legal and other responsibilities for the proper governance of CCG.
- work with the Board in fulfilling CCG's constitutional, regulatory and legal duties, to ensure compliance with all relevant legislation, including, RQIA, Health Trusts, EA, employment law, charity law, company law and health and safety legislation.
- ensure that the major risks to which the charity are exposed are identified and reviewed and that risk management systems including a live risk register have been established to manage and mitigate these risks.
- attend, support and offer guidance to the Board and its sub-committees. Ensures the Trustees receive advice, recommendations and information in an effective and timely manner, through carefully structured meeting agendas, briefing papers, policy proposals and progress reports.

Building Effective Relationships

The CEO will:

External

- build and maintain a strong public profile and positive reputation with a particular focus on commissioning bodies and funders across the public sector and independent trusts and foundations.
- develop effective working relationships with the leadership of the Camphill Movement including the other three Camphill Communities across NI, the Camphill Social Fund, the housing association (CHA) and property owner (Camphill Community Trust NI). Build relationships nationally and internationally as appropriate.
- build and maintain relationships with the network of families that access CCG's services.

Internal

- build and maintain relationships with Trustees, Staff, Co-workers and Volunteers.
- oversee the development of a communication plan and processes across the organisation.

Professional and Personal Development

The CEO will:

- together with the Chair be responsible for maintaining their own personal and professional development.
- be subject to an annual appraisal and regular supervision.
- be subject to an enhanced Access NI check.

Additional duties

- It is the nature of the work of CCG that tasks and responsibilities are unpredictable and varied and as significant focus is placed on the campus at Cultra all staff are required to work in a flexible way to meet the needs of the organisation. This will include time away from home representing CCG.
- The post holder may be required to be the Responsible Individual for some registered services.

Person Specification

Essential Criteria

- Educated to Degree level or with demonstrable compensatory relevant experience.

- A minimum of 5 years' experience at Director or Chief Executive level of:
 - leading and managing an organisation at scale, with evidence of delivering strategic objectives.
 - leading working with and reporting to a Board.
 - leading, managing, and motivating senior staff teams.

- Demonstrated ability to move seamlessly between strategic and operational priorities, showing flexibility, pragmatism, and a solution-focused approach.

- Strong track record in staff performance management, accountability, and building effective organisational structures aligned with mission and goals.

- Demonstrable success in developing new and existing income streams, leading to balanced budgets and long-term sustainability.

- Experience in managing service level agreements and contracts with public body commissioners and/or others.

- Proven networking, relationship-building, and influencing skills at senior levels across statutory, voluntary, and community sectors.

- An understanding of and commitment to the values of the Camphill Community.

- A valid driving licence and access to a car, or a suitable alternative mode of transport to discharge your duties that include occasional travel throughout Northern Ireland and elsewhere.

Desirable Criteria

- Senior management experience in social care or special educational settings, including residential or learning disability services.

- Direct experience of working with individuals with learning difficulties.

- Breadth of knowledge of the health and social care sector.

How to apply

Please complete the 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. You will also be asked to submit a separate **equality form** (see below).

The deadline is **Noon on Monday 13 April 2026**. Applications should be made by email to: **apply@engageexec.co.uk**

Contact Lesley Dugan-Clarke on 07734 378618 if you have any queries about the role or the application process.

Equality Monitoring and Criminal Convictions Disclosure

Along with the Application Form, you will be asked to complete and return the Equal Opportunities Monitoring and Criminal Convictions Disclosure Form in a separate document. Neither of these will be disclosed to anyone involved in shortlisting your application.

Disability

In accordance with the Disability Discrimination Act a person is disabled if they have, or have had, “a physical or mental impairment which has, or has had, a substantial and long term adverse effect on your ability to carry out normal day to day activities”.

If you consider yourself to have a disability relevant to the position for which you are applying, please contact Lesley Dugan-Clarke 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

Camphill Community Glencraig is an Equal Opportunities Employer and all applications for employment are considered strictly on the basis of merit.

By submitting an application for this position, you are consenting for your personal information to be processed and used for the duration of this recruitment campaign.

Timeline

Application and Equality Monitoring
& Criminal Convictions forms to be
submitted

Noon, Monday 13 April 2026

First Interviews including
assessment task

Wednesday 22 April 2026

Optional Second Interviews (may
include a seen or unseen task)

Wednesday 29 April 2026



Please address any enquiries relating to the advertised position, and your submission, to Camphill Community Glencraig's recruitment partners:

Lesley Dugan-Clarke



Tel: 077343 78618

Email: lesley@co3.org.uk

www.engageexec.co.uk



Enquiries unrelated to this recruitment can be addressed to:

Camphill Community Glencraig

4 Seahill Road
Craigavad
Holywood
Co Down
BT18 0DB

Tel: 028 90423396

Email: Email_reception@glenccraig.org.uk

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