



**Appointments to the Gaisce Council**

**Closing Date: 3.00pm on Wednesday 24<sup>th</sup> May 2017**

The Minister for Children & Youth Affairs is seeking to appoint suitably qualified candidates to the Gaisce Council. Interested candidates should ensure they meet the criteria under section 3 below, and should email a current curriculum vitae, along with a cover letter outlining the specific expertise they would bring to the role they are applying for, to the Public Appointments Service at: [stateboards@publicjobs.ie](mailto:stateboards@publicjobs.ie). Shortlisting on the basis of written applications will apply.

## **The Gaisce Council**

Gaisce – The President’s Award is a company limited by guarantee (CRO: 251020) registered with the Charities Regulator (CRA: 20020903) and with a charity number (CHY: 8482). The organisation is governed by a board of directors: the Gaisce Council. Gaisce - The President's Award comes under the remit of the Department of Children and Youth Affairs as, by its governing documents, the Minister nominates members to the Council. For this reason, although not a state body, the Public Appointments System is utilised to recruit Council members.

## **Membership of Gaisce Council**

Gaisce – The President’s Award recognises the importance of operating under high standards of corporate governance, and to this end, has signed up to The Code of Practice for Good Governance of Community, Voluntary and Charitable Organisations in Ireland and will be fully compliant before the end of 2017. The role of all Council Members is guided by an internal Council handbook which was developed in line with the Code.

The Code of Practice for Good Governance of Community, Voluntary and Charitable organisations in Ireland provides a framework for the application of best practice in corporate governance by all organisations in the Community, Voluntary and Charity sector.

Under the guidelines of its handbook, the Gaisce Council is responsible for leading the organisation in achieving its aims and objectives as set out in its strategic plan, over-seeing the establishment of appropriate executive roles, monitoring and reviewing levels and systems of HR and financial resources and ensuring that Gaisce is fully accountable to its funders, stakeholders and the general public.

## Appointments to the Gaisce Council

<b>Location:</b>	Dublin
<b>Number of Vacancies:</b>	7 (of which the terms of 3 run until the end of February 2018 and 4 which run for three years)
<b>Remuneration:</b>	Nil. Travel and subsistence are payable according to Gaisce's Expenses policy, which operates on a receipts basis, and incorporates Civil Service rates.
<b>Time Requirements:</b>	Approx 1.5 days per month (including preparation, Council meetings and sub-committee meetings). There are 6 Council meetings per annum and board members are required to take an active part in sub committees.

Candidate's attention is drawn to the provisions of the Code in relation to Audit and Risk Committee membership which can be found [here](#).

### 1. Background

Gaisce – The President's Award is a self-development programme for young people which enhances confidence and wellbeing through participation in personal, physical and community challenges. Gaisce is a direct challenge from the President of Ireland to young people aged 15-25 to dream big and realise their potential. Gaisce is non-competitive: participants are encouraged to choose their own activities and goals with the support of a trained, adult President's Award Leader (or PAL).

Gaisce's Vision: An Ireland where young people dream big and fulfil their potential.

Gaisce's Mission: Provide opportunities for young people to realise their potential through personal challenges, facilitating the transition from young person to young adult and enhancing their potential and contribution as active participants in society.

Gaisce's Strategic Priorities for the term 2015-2018:

- To provide an innovative and challenging Gaisce programme;
- To make Gaisce accessible to all young people and programme delivery effective and sustainable;
- To raise awareness and recognition of Gaisce and its contribution throughout Irish society;
- To ensure Gaisce's sustainability to deliver.

The Gaisce programme is delivered by over 1,500 PALs working and volunteering in a variety of organisations across Ireland. There are three levels of award – Bronze, Silver and Gold. The more time and energy participants give, the greater their reward. Since its inception in 1985, an estimated 300,000 young people have participated in the Gaisce programme with current annual participation rates of more than 20,000 young people.

Gaisce – the President’s Award was established under the patronage of Uachtarán na hÉireann by trust deed dated 28<sup>th</sup> March 1985. It was incorporated as a company limited by guarantee and not having a share capital on 26 June 1996. It was granted Charitable Status on 30<sup>th</sup> March 1999. Gaisce came under the aegis of the Minister for Children and Youth Affairs on the establishment of the Department in 2011. As a limited company, Gaisce is governed by its Memorandum and Articles of Association. Gaisce receives a core grant from the Department of Children and Youth Affairs. In 2016, the grant allocation was €646,282. Other sources of income include participant fees and sponsorship. Gaisce employs ca. 15 staff, including the CEO.

## 2. Functions of the Council

The Articles of Association provide that there shall be 15 members of the Gaisce Council, appointed by the Minister for Children and Youth Affairs.

In 2013, the Council initiated a strategic review of the organisation and its services. Following the review, the Council adopted a new strategic plan and an organisational re-structure which is currently being implemented. Mindful of the need for continuity on the Council during this period, the Minister re-appointed eight members (including the Chairman) in March 2015 and a further three new appointments were made: two nominees of An tUachtarán and one of the Department of An Taoiseach.

The current composition of the Board is:

<b>Name</b>	<b>First Appointed</b>	<b>Expiry Date</b>	<b>Position type</b>	<b>Basis of appointment</b>
Andrew Madden	02/03/2015	28/02/2018	Board Member	Appointed by the Minister for Children and Youth Affairs
Aongus Sammin	02/03/2015	28/02/2018	Board Member	Appointed by the Minister for Children and Youth Affairs
Carmel Nic Airt	09/11/2015	08/11/2018	Board Member	Nominee of the President of Ireland, appointed by the Minister for Children and Youth Affairs
Ellen O'Malley Dunlop	02/03/2015	28/02/2018	Board Member	Appointed by the Minister for Children and Youth Affairs
John Concannon	02/03/2015	28/02/2018	Chair	Appointed by the Minister for Children and Youth Affairs
Justin McAleese	09/11/2015	08/11/2018	Board Member	Nominee of the President of Ireland, appointed by the Minister for Children and Youth Affairs
Norma Smurfit	02/03/2015	28/02/2018	Board	Appointed by the Minister for

Name	First Appointed	Expiry Date	Position type	Basis of appointment
			Member	Children and Youth Affairs
Miriam Dollard (replacing Sharon Finegan)	01/07/2015	30/06/2018	Board Member	Nominee of the Taoiseach, appointed by the Minister for Children and Youth Affairs

### 3. Person Specification

The Minister for Children and Youth Affairs invites applications from suitably qualified candidates for the seven vacancies on the Council. Given the work of the Council and the aims of Gaisce, applicants who fall under the age of 35 (as per the EU definition of young people) are particularly welcome. It is also intended that this campaign increase the regional diversity of the Council and location may be taken into account when making appointments.

Candidates should demonstrate:

- Interest in and experience of policies and systems which enable and support young people, youth work and active citizenship
- Understanding of the origins, rationale and role of Gaisce
- Understanding of the main governance policies for a charity
- Ability to understand financial reports and accounts
- Understanding of the main organisation risks and how to manage them
- Understanding of the role of a Council member, to act independently, in the best interests of the organisation at all times.

Following a review of the current competencies of Board Members Gaisce welcomes applications from the profiles listed below. It is the intention of Gaisce to appoint at least one new Board Member under each of these areas outlined below:-

#### a. Youth Development

Candidates must demonstrate evidence of one or more of the following:

- Knowledge and/or experience (preferably grassroots) of Gaisce: its origin, purpose, objective and rationale.
- Be a recent award holder and have a track record of ongoing community or voluntary sector engagement;
- Have direct experience as a Gaisce President's Award Leader or similar youth mentor;
- Have significant experience of a similar self-development programme for young people;
- Relevant experience of youth policy and the youth sector in Ireland (broadly defined to include youth work, education, justice, sport, mental health etc.) and particularly in relation to youth development and empowerment.

## **b. Governance**

While it is desirable that the candidate have knowledge of the sector, experience from another sector will also be considered. Candidates must demonstrate evidence of professional experience, at an appropriately senior level, in governance.

## **c. Marketing/Communications/Advocacy/PR/Fundraising**

Candidates must demonstrate evidence of senior management experience of marketing and/or PR, preferably in the not for profit sector or in a fundraising environment.

## **d. Business/Organisational Development and Innovation (including strategic development, organisational change, change management and/or HR)**

Candidates must demonstrate evidence of relevant senior management experience in the area of business development and innovation, or of designing and/or implementing significant programmes in one or more of the above mentioned areas, preferably in the not for profit sector.

## **e. Legal**

Candidates must demonstrate evidence of professional legal experience, at a senior management level, preferably in the Charity Sector and/or in a corporate setting. It is expected that candidates in this area will hold a relevant legal qualification, however Gaisce may consider applications in some other circumstances, acknowledging that breadth of experience may suffice.

Candidates are suggested to refer to the provisions of the aforementioned Code in relation to the role of a Board member

Particular attention is drawn to the roles and responsibilities of Board Members under principals 4 and 5, namely 'Working effectively' and 'Behaving with integrity' which can be found [here](#), within the Code of Practice for Good Governance of Community, Voluntary and Charitable Organisations in Ireland.

## **4. Term of Appointment**

On this occasion the terms of 3 of the appointments will run until February 2018, with a further 4 running for initial period of 3 years. There may be an option to extend the term of engagement for a second term of 3 years, subject to:

- The membership of any member of the Board may be terminated by the Minister at any time, on the basis of reasons to be stated by the Minister.
- A member of the Board may resign his or her membership of the Board by notice in writing sent or given to the Minister, and the resignation shall take effect on the day on which the Minister receives the notice.

- Members of the Board shall, subject to the provisions of this Schedule, hold office upon such terms and conditions as the Minister may, with the consent of the Minister for Public Expenditure and Reform, from time to time determine.
- The roles and responsibilities of Board Members are described within the **Code of Practice for Good Governance of Community, Voluntary and Charitable Organisations in Ireland** which is available [here](#).
- A board member shall cease to be a member of the board if he or she is nominated as a member of Seanad Éireann, is elected as a member of either House of the Oireachtas or as a representative in the European Parliament, elected to the European Parliament, or becomes a member of a local authority.

### Submitting your Expression of Interest

Your submission should be made by email to [stateboards@publicjobs.ie](mailto:stateboards@publicjobs.ie) together with your **Curriculum Vitae** and a **cover letter** outlining, with reference to the criteria at Section 3 above, the specific expertise you would bring to the role for which you are applying.

### IMPORTANT NOTE

Please take care when submitting your expression of interest. As the Assessment Panel will generally make its recommendation(s) based on consideration of the documentation which you submit, it is most important that you *ensure your cover letter (and supporting CV) clearly specifies how your particular background and experience meets the requirements of the Board position specified in this booklet.*

This will help ensure that the Assessment Panel is as informed as possible as to the basis for your candidature and why you believe you are a person who could potentially be appointed to this Board.

### 6. Assessment Process

An Assessment Panel will be convened by the Department of Children & Youth Affairs to consider and assess the expressions of interest received by PAS.

The panel will:

- review and discuss the expressions of interest received against the specific appointment criteria for the role, as advertised in this Information Booklet;
- assess potential candidates further once they meet the specified appointment criteria by undertaking any or all of the following steps:
  - Consideration of the written applications; and/or
  - Meeting/conference call; and/or
  - Referee checks; and/or
  - Any other selection or verification method deemed appropriate (this may include the Department requiring statutory declarations from shortlisted applicants as to the bona fides of the qualifications and experience contained in their applications).
- arrive at a shortlist of suitable candidates to be sent forward for consideration by the Minister.

## **7. Confidentiality**

Subject to the provisions of the Freedom of Information Acts, 2014, applications will be treated in strict confidence. All enquires, applications and all aspects of the proceedings are treated as strictly confidential and are not disclosed to anyone, outside those directly involved in that aspect of the process. Certain items of information, not specific to any individual, are extracted from computer records for general statistical purposes.

## **8. Data Protection Acts 1988 & 2003**

Please note that your cover letter and curriculum vitae will be forwarded to the Department of Children & Youth Affairs and may be retained for up to one year.