

Vacancy: Director of Corporate Services



Hours of work:
Full-time



Dublin



Reporting to:
CEO



Salary Scale Starting Point
€86,974

About Peter McVerry Trust

Peter McVerry Trust is a national housing and homeless charity committed to reducing homelessness and the harm caused by substance misuse and social disadvantage.

The charity provides low-threshold entry services, primarily to younger people and vulnerable adults with complex needs, and offers pathways out of homelessness based on the principles of the Housing First model.

The Purpose for the Role:

We seek a highly experienced and strategic Director of Corporate Services to lead our organisation's administrative and operational functions. The ideal candidate will possess a deep understanding of the not-for-profit sector, exceptional leadership skills, and a proven track record in managing complex operations.

As the Director of Corporate Services, you will be responsible for developing and implementing Corporate strategies, policies, and programmes that align with the overall business objectives. You will play a critical role in attracting, developing, and retaining staff while fostering a positive and inclusive work environment. You will demonstrate strong leadership skills, extensive knowledge of best practices, and the ability to navigate complex organisational challenges.

Responsibilities:

The role will include but not be limited to, the following responsibilities;

- Strategic Leadership:
- Develop and implement organisational strategies related to corporate services, ensuring alignment with the mission vision and values of Peter Mc Verry Trust.

IT Management:

- Oversee PMVT IT Department to include IT resources and infrastructure, including hardware, software, and network security
- Develop and implement IT strategies to support organisational goals and operations.
- Manage PMVT CRM Team and support the development of this system to meet the growing requirements of multiple organisational departments

Risk Compliance and Governance Management:

- Identify, assess, and mitigate risks across all corporate services areas.
- Develop and implement risk management strategies and protocols alongside Department Directors
- To ensure PMVT Data Protection Policy is up to date, reviewed and PMVT DPO is in place and all required responsibilities to ensure organisational compliance with Data Protection legislation
- Monitor and report on risk management and compliance activities to the Board of Directors.
- In conjunction with PMVT Head of Finance ensure PMVT Compliance with CRA

Health & Safety:

- Continue to develop internal policy, protocol, training and procedures on Health & Safety
- Chair PMVT Health & Safety Committee and co-ordinate organisation wide Health & Safety Representative
- Lead on the annual Health & Safety Review and Health & Safety Statement to be approved by PMVT Board of Directors and CEO
- Ensure reporting of all regulatory required Health & Safety, Risk and Compliance issues to relevant agencies / authorities
- Continue to develop IT infrastructure and CRM System to meet efficiencies and accuracies in reporting on Health & Safety and other incidents, regulatory requirements
- Review Health & Safety, risk and other areas of compliance and governance to monitor, respond and mitigate

Responsibilities:

Organisational Policy:

- **Create and execute policies and procedures to enhance organisational effectiveness and efficiency.**
- **Initiating and maintaining a policy role and function reflective of the aims and objectives of the organisation and of its constituent bodies**
- **Producing thought leadership and other policy direction reports and initiatives**
- **Responding to a wide range of consultations and reports within the context of the policy of the organisation and its aims and objectives**

General Management:

- **Oversee other corporate services functions, such as procurement, legal compliance, and insurance management.**
- **Provide strategic guidance and support to other departments within the organisation.**
- **Plan and oversee the annual budget for the department.**
- **Develop and oversee the Corporate Service initiatives and actions for PMVT Annual Business Plan.**
- **Attend and report to the relevant committee and sub-committee meetings of PMVT Board of Directors as required**
- **Co-ordination of reports to PMVT Board and Sub-committees**

Responsibilities:

Essential Team Management Skills:

- **Strategic Leadership:** Setting the vision, goals, and direction for the corporate services department. You will need to align these with the overall business objectives and anticipate future needs.
- **Team Building & Motivation:** Creating a high-performing team that thrives on collaboration, communication, and shared goals. This involves recognising talent, providing development opportunities, and fostering a positive work environment.
- **Delegation & Empowerment:** Effectively distributing responsibilities and tasks to team members, providing clear instructions, and giving them the autonomy to make decisions and take ownership of their work.
- **Performance Management:** Setting clear expectations, providing regular feedback, and conducting performance reviews to help individuals grow and reach their full potential. This also includes addressing performance issues constructively.
- **Conflict Resolution:** Handling disagreements and conflicts within the team professionally and constructively, finding solutions that are fair and beneficial to all parties involved.
- **Communication & Collaboration:** Being an excellent communicator, able to effectively convey complex information to team members, stakeholders, and management. Strong collaboration skills are also essential for working effectively with other departments and external partners.
- **Change Management:** Leading and guiding the team through organisational changes, ensuring smooth transitions and minimising disruption.
- **Problem-Solving & Decision-Making:** Analysing complex situations, identifying solutions, and making sound judgments that benefit the team and the organisation as a whole.

Experience

Qualifications, Skills and Experience required:

- Master's degree in Business Administration or a related field, or equivalent experience.
- 10+ years of senior-level management experience in corporate services ideally the not-for-profit sector.
- Excellent financial management skills and experience in budgeting, accounting, and financial reporting.
- Proven leadership and team-building abilities with a strong commitment to diversity and inclusion.
- Advanced knowledge of IT systems and best practices
- Strong communication, interpersonal, and problem-solving skills.
- Self-motivated and results-oriented with a high level of integrity and ethics

Other Information

- **Confidentiality:** It is a condition of service that all information obtained during the course of employment, especially with regard to participants affairs is treated with the strictest confidence.
- **Equal Opportunities:** To implement Equal Opportunities into your daily practice at all times
- **Health and Safety:** To be responsible for your own health and safety and that of your Colleagues in accordance with relevant PMVT policies and procedures.

Employee benefits

- Attractive salary: €86,974
- Employer Pension Contribution
- 27 days annual leave allowance
- Core Professional Training and CPD
- Cycle to Work Scheme and Tax Saver
- Death in Service Benefit
- Employee Assistance Programme
- Career progression opportunities

The above Job Description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time.

How to apply:

To apply please download the application form or visit pmvtrust.ie/careers:
[Application Form](#)

Completed application forms should be sent to jpower@pmvtrust.ie along with your CV and Cover Letter.

Peter McVerry Trust is an Equal Opportunity Employer.
Registration Number 412953 | Charity Number CHY7256