



Job Advert

The Family Resource Centre National Forum wish to recruit a Quality, Governance, & Compliance Officer

About the Family Resource Centre National Forum:

The National Forum of Family Resource Centres CLG trading as Family Resource Centre National Forum (FRCNF) is a company limited by guarantee and a registered charity. Established in 1998, the FRCNF is the national representative and peer support body of the 121 Family Resource Centres (FRCs) throughout Ireland. We seek to ensure the effective representation of the Family Resource Centres, the communities in which they work, and the Family Resource Centre Programme, Ireland's largest national family and community support programme. The National Forum has a staff team of 9 headed up by a Chief Executive Officer. The current principal funders of FRCNF are Tusla-Child & Family Agency, the Health Service Executive, the National Office for Suicide Prevention and the Gambling Awareness Trust.

Job Purpose: The Quality, Governance and Compliance Officer will support the Chief Executive Officer (CEO) to manage the FRCNF quality, governance and compliance functions and support the CEO and board with all the FRCNF's quality, governance, and compliance requirements.

Quality, Governance, and Compliance functions

- Support the CEO and board to manage the quality, governance, and compliance requirements of the FRCNF including but not restricted to those relevant to funder requirements, the Companies Registration Office, the Charities Regulatory Authority and Standards in Public Office in respect of the Lobbying Act.
- Ensure all the plans, policies, and procedures of the FRCNF in respect of quality, governance and compliance are kept up to date and in line with best practice.
- Support the Chief Executive and board to co-ordinate risk management plans across the organisation.
- Support the CEO to prepare board reports.
- Attend and record governance and compliance focused minutes of board meetings.
- Support the Chair, Company Secretary, Treasurer, or other board members to coordinate the production of various board reports.
- Draft standardised reports based on board minutes to update FRC members on relevant company activities and board minutes.
- Support the CEO to assess and ensure the FRCNF's compliance with legal, financial, IT, data protection, statutory and funder reporting requirements.

Leadership and strategic development

- Whilst recognising the independent governance of FRCNF members, provide supports relevant to FRC quality, governance, and compliance matters, such as but not restricted to - helpful responses to individual queries from members; developing and issuing standardised templates for policies, and procedures; and developing, procuring and/or delivering customised training responsive to the needs of FRCs.
- Following on from above and in line with the Community Development Approach of the FRCNF, provide capacity building and implementation support to FRC programme members in relation to quality, governance, finance (including accessing sustainable funding), and compliance matters.
- Develop and support the implementation of a set of self-assessed quality standards for the Family Resource Centre National Programme.
- In conjunction with the CEO represent the FRCNF in various meetings and events with external stakeholders, partners, and funders.

Other

- Act in accordance with the objectives and ethos of the FRCNF.
- Participate in regular supervision with your line manager.
- Participate in team and staff meetings, service reviews/evaluations and contribute to the development of policy and practice within the organisation.
- Support the Member Support and Engagement Officer to support and engage FRC members and in the organisation of member events and conferences.
- Report any area of concern to your line manager in a timely manner.
- Show reasonable flexibility in relation to hours of work of attendance to meet the needs of the work. Work during outside of normal work hours may be required on an occasional basis.
- Participate in and engage with a performance management programme.
- Identify training needs with your line manager and participate in training opportunities appropriate to the role.
- Be vigilant to any health and safety risks, data protection or child protection risks in the workplace and bring any concerns to designated officers and/or your line-manager.
- Participate in the efficient flow of information within the organisation by sharing and seeking information as appropriate.
- Undertake other duties as may be reasonably required from time-to-time.

Person Specification

Experience and Knowledge

Essential

- At least three years' experience in a community sector role.
- Knowledge of current best practice and reporting requirements in respect of governance and compliance of charitable organisations.

- A relevant third-level qualification in community development, social care, or other relevant area.

Desirable

- An understanding of company law.
- Experience in not-for-profit sector governance and compliance requirements.

Skills, Competencies and Aptitudes

- Leadership and people management skills.
- Ability to think both strategically and operationally and translate plans effectively into action.
- Financial and analytical skills for scenario planning, budget/forecast design and monitoring.
- Strong written and verbal communication skills.
- An aptitude for organisational risk awareness, identification, management, and mitigation.

Personal Attributes

- A commitment to, and understanding of, a Community Development Approach to strengthening and empowering individuals, children, families, and communities; human rights and equality; and the mission and values of the FRC Programme.
- An ability to provide a supportive and empathic response to the staff and Voluntary Boards of Management of Family Resource Centres.
- An understanding of the impact of poverty on communities and the importance of the role of sustainable funding of the FRC programme in the alleviation of poverty.
- Committed, driven and hard working.
- Ability to prioritize competing demands and to meet deadlines.
- Positive, consistent, thorough, and accurate.
- Strong team player as well as ability to work on own initiative.

Location: Offices of the FRC National Forum, Castelgar/Ballinfoile Neighbourhood Centre, Headford Road, Galway with some working remotely based on an agreed approach to hybrid working.

Reporting to: Chief Executive Officer

Terms: This is a half-time position for 4-5 days a week (18.75 hours). The salary is pro-rata aligned to the Grade VI Clerical Officer Grade Salary Scale starting on €48,541, with a 10% pension contribution after a successful probationary period. This is a one-year contract initially with the likelihood of renewal on a multi-annual basis, subject to funding. The contract is subject to a 6-month probationary period. Increments will be awarded subject to performance appraisal and subject to adequate sustainable funding.

Applications: A letter of application, along with a CV should be sent to recruitment@familyresource.ie

The deadline for receipt of applications is 5pm Wednesday, the 5th of July 2023.



National Office
for Suicide
Prevention



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