



KDYS Governance & Compliance Officer Job Description

KDYS is the leading youth organisation in South West Ireland as affirmed by the Council of Europe awarding the Quality Label for Youth Centres to our Killarney headquarters. We are seeking an exceptional individual who will make a difference in the lives of young people and their families through supporting the Board, CEO and Senior Management Team to forge a culture of integrity and compliance with our organisational values:-

- **Young people at the heart of everything we do**
- **Concern for the young person's development; personal, social, educational and spiritual**
- **Commitment to partnership with young people, volunteers, communities and funders**
- **Upholding quality standards of integrity and professionalism.**

This role is delivered by evaluating risk management, governance, planning and control activities across the organisation. The Governance & Compliance Officer is expected to add real value to every project we work on by evaluating and, where needed, challenging how things are done by putting forward suggestions as to how they can be done better. The post-holder will support KDYS to implement continuous improvement, providing an assurance that any risks which threaten the achievement of our strategy, objectives and activities are managed efficiently and effectively.

Key Duties & Areas of Responsibility will include:

- Provide a pro-active and confidential administrative support service to the KDYS Board, Chief Executive and Senior Management Team; this includes Company Secretary to Board its Committees, supporting them on all aspects of governance, relationship management with external partners and the preparation of briefings, ensuring all regulatory reporting to CRO and CRA, etc.
- PA to the CEO.
- Support the KDYS Board Members through induction, annual reviews, training, booking external courses and responding to individual enquiries
- Advise the board and senior management on any changes in KDYS's obligations in governance, thus ensuring best practice in internal controls, governance, incorporating risk, remuneration and audit
- Conduct internal audits to ensure organisational and programme compliance with best practice, regulatory, including Data Protection legislation, and contract requirements.
- Prepare reports on governance and compliance by collating information submitted from departments
- Undertake research, prepare and/or produce reports or briefings as required, including the Annual Report
- Oversee the management and governance of the complaints process

- Introduce appropriate ICT systems to support the introduction of information governance
- Liaise with external contractors with regards to ICT systems and provision.
- Monitor, audit and provide version control on all internal policies and the provision of information for internal and external audiences.
- Actively seeks grants, gifts, and other new sources of funding for the organisation
- Monitor and audit responses to legacies or donations to ensure that they are in line and compliant with quality standards and reporting requirements.
- Carry out any other duties which are appropriate to the post as may be reasonably requested by senior management

Special conditions

- At least 2 years' experience at a senior level in a business administration function, corporate governance or similar.
- Educated to degree level or equivalent.
- Full Driver's license

Skills, competencies & attributes

Specialist Knowledge, Expertise & Self Development

- A working knowledge of governance within the charities sector, and associated regulations and regulatory bodies
- Evidence of professional development in corporate governance, with a strong understanding of how it translates to a non-governmental organisation in an Irish and European context
- Experience of information management systems and quality assurance tools
- Technical knowledge of the Data Protection Act and confidentiality guidelines.
- Knowledge of both theoretical and practical aspects of project management.

Administrative & Technical Skills

- Advanced experience in Microsoft Office (Word, Excel, Access, Powerpoint, etc.). Knowledge of other applications would be an advantage.
- Knowledge of project management techniques and tools.
- Experience in organising meetings and taking accurate, concise minutes in formal and informal meetings.
- Experience of developing accurate paper and electronic record systems, capable of information retrieval, analysis and dissemination to relevant parties.
- Experience of working to multiple deadlines.

Management, Analysis & Delivery of Results

- Plans and prioritises work in terms of importance, timescales and other resource constraints, re-prioritising in light of challenging circumstances
- The ability to interpret information identifying trends, standards and compliance requirements and reporting on the same.
- Ensures controls and performance measures are in place to deliver efficient and high value services
- Makes clear, timely and well-grounded decisions on important issues
- Considers the wider implications of decisions on a range of stakeholders
- Researches thoroughly, consulting appropriately to gather all information needed and is applicable to policy development, service development and legislation in a charity/youth service provision.
- Is open to new ideas, initiatives and creative solutions to problems
- Effectively manages multiple projects

Interpersonal & Communication

- Presents information in a confidential, logical and convincing manner, verbally and in writing
- Promotes teamwork, working effectively with across departments
- Encourages open and constructive discussions
- Maintains poise and control when working to influence others
- Develops and maintains a network of contacts to facilitate problem solving or information sharing

Drive & Commitment

- Is self-motivated and shows a desire to continuously perform at a high level
- Must be flexible and prepared to work outside normal office hours as required.
- Has the ability to think logically, use initiative and work with minimum supervision.
- Through leading by example, fosters high standards of ethics and integrity

Contract

- The contract of employment will be for 12 months initially.
- This contract is whole time at 35 hours per week.
- The salary will be commensurate will qualifications and experience.
- Employment with KDYS is subject to a satisfactory response from the Garda Vetting Unit being received in relation to any candidate under consideration and satisfactory reference checks being received.
- This post is subject to a probationary period.