

Governance and Compliance Officer

Hiring booklet

Deadline for applications:

5pm, Friday 21 January 2022



NALA

National Adult Literacy Agency
Áisíneacht Náisiúnta Litearthachta do Aosaigh

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1. About the National Adult Literacy Agency (NALA)

The National Adult Literacy Agency (NALA) is a charity committed to ensuring that people with unmet literacy, numeracy and digital literacy needs can fully take part in society. According to the last international survey, one in six people in Ireland has an unmet literacy need. One in four people has an unmet numeracy need and one in two people have an unmet digital literacy need.

These unmet needs have devastating consequences for individuals, communities and the economy. People at the lowest literacy and numeracy levels earn less income, have poorer health and are more likely to be unemployed.

Since we were set up by volunteers in 1980, we have been a leading campaigning and lobbying force on adult literacy issues. We have been involved in national policy; tutor training and teaching resources, research and campaigns to support people with these unmet needs.

We are an equal opportunity employer.

See www.nala.ie for more information.

2. About the position we are hiring

2.1 About the position: Governance and Compliance Officer

We are looking for a motivated, energetic and results driven team player to join our organisation and to help us achieve our vision. As Governance and Compliance Officer you will play an important role in the development and management of NALA's corporate services.

You will support NALA's Chief Executive Officer and Finance and Corporate Service Manager to ensure that NALA's governance, compliance arrangements and documentation are efficiently organised and implemented and reflective of best practice. You will oversee NALA's framework for monitoring and reporting compliance with all relevant legislative and regulatory requirements. You will also ensure the organisation has robust risk management and policy frameworks and documentation in place and that they are operational and up to date.

This is a varied and interesting role and it will provide a great opportunity for career development in governance and compliance in the voluntary sector.

The ideal candidate will have strong prior experience in one or more of the functional areas of Corporate Governance, Risk Management, Compliance, Human Resources or Quality Assurance

2.2 Job description

Reporting relationship and key responsibilities

Reporting to NALA's Finance and Corporate Services Manager, you will undertake the following key responsibilities:

Governance

- Manage the scheduling, communication and documentation for NALA's Board and four subcommittees,

- Ensure the preparation and delivery of NALA's Annual General Meeting is in accordance with NALA's Constitution and the Irish Companies Act 2014.
- Prepare papers and advise the CEO, Chair of the Board and Subcommittee Chairs / Staff Members on governance matters, supporting them with administration;
- Prepare and maintain Board and subcommittee documentation in an orderly and accessible format and proactively follow up actions, filing and dissemination of minutes;
- Prepare and ensure all relevant filings with all regulatory bodies as required;
- Ensure all of NALA's governance registers are up to date
- Co-ordinate and deliver Board inductions for new Board members and organise ongoing training opportunities for Board members;
- Draft and advise on third party contracts for the organisation as required;
- Liaise with legal advisors on relevant matters as directed by the CEO and, or Finance and Corporate Services Manager; and
- Keep up to date on changes in governance, legislation and regulation and bring these to the attention of NALA management and Board.

Compliance

- Maintain and enhance NALA's framework for ensuring it is compliant with all legislative requirements and best practice, including GDPR, health and safety, protection of vulnerable adults, Garda vetting, and employment law;
- Research changes in compliance requirements, analyse their impact for NALA and recommend the actions needed to the Management Team and Board Chair; and
- Ensure relevant mandatory staff training is implemented and logged.

Risk Management:

- Support the Management Team in the development and implementation of NALA's risk management framework;

- Co-ordinate updates to NALA's risk registers and ensure reports are available for key meetings; and
- Advise the Management Team on developments related to risk management.

Policy

- Maintain NALA's corporate policies and schedule of updates;
- Assist in drafting policies, where required.

Human Resources

- Advise and support in the identification and implementation of mandatory staff and Board training;
- Advise and support management in the development of best practice human resource policies and procedures;
- Draft, maintain and update employee contracts and other mandatory documentation required to comply with Company and Employment legislation.

2.3 Experience and qualifications

Applicants should have the following experience, attributes and qualifications.

Essential Criteria

- A relevant third level qualification or a minimum of 5 years' work experience in governance, compliance or a complimentary function
- Experience of the regulatory and compliance requirements relevant to NALA (Charity Regulator Authority, Companies Registration Office, GDPR, Health and Safety, Employment, Garda Vetting)
- Experience in drafting accurate, accessibly written and concise policies, reports and minutes of meeting
- Exemplary organisational, multi-tasking and project management capabilities
- Excellent interpersonal, communication skills, writing and editing abilities and attention to detail

- Strong work ethic, personal drive and commitment to attaining results
- Ability to work effectively on own initiative and collaboratively with NALA teams and committees.
- Ability to strategically problem-solve, analyse and interpret complex information and recommendations and contribute to decisions
- Advanced experience in Microsoft Office (Word, Excel, Access, PowerPoint, Teams, etc.), SharePoint,
- Flexibility to undertake other duties to support NALA's strategic objectives and staff when required
- An understanding and appreciation of NALA's mission and values.

Desirable

- Experience of Sytorus / Privacy Engine / Salesforce

2.4 Summary of the pay and conditions

Pay: The starting salary for the position will be at a point on NALA's Administrative Officer scale ranging from **€31,739 – €55,966**. Progression on the scale is subject to NALA's pay policy, satisfactory service and NALA's financial resources.

Hours: Full time, 35 hours

Contract term and probation: The position is initially offered for 12 months on a fixed term basis. The contract will be renewed subject to satisfactory performance and NALA's financial resources. A probationary period of 6 months will apply from your start date.

Location: Sandford Lodge, Ranelagh, Dublin 6. **Please note:** Due to COVID-19 restrictions, the Administrator may be initially and periodically working from home.

Annual Leave: 22 days a year subject to NALA's annual leave policy and you working full time (35 hours over 5 days). This is exclusive of the public holidays and privilege days that NALA staff are granted at Easter (Good Friday plus two days) and Christmas (Christmas Eve and all days falling before New Year's Day)

The above represents the primary pay and conditions of service. It is not the complete list which will be included in the employment contract to be agreed with the successful applicant.

3. About the hiring process

How to Apply

Applicants should email the following in one document to recruitment@nala.ie by **5 pm, Friday 21 January 2022**

1. A cover letter that outlines why you are applying for the position and how you meet the essential criteria of the position
2. Your current curriculum vitae (CV) with the names of two referees. NALA will not contact your referees without asking you first

If you do not receive an acknowledgement within 5 days of applying, please email recruitment@nala.ie.

Selection Process

The selection process will include a shortlisting of applicants based on their CV and cover letter. Shortlisted Candidates will be called for interview. All applicants will receive an acknowledgement of their application and final notification of the outcome of their application.

Shortlisting

A shortlisting process is done by a panel of persons to select applicants for interview by reviewing their CVs and cover letters against the essential and desirable criteria. The panel will decide which applicants appear most suitable for the position and invite those applicants for interview. Shortlisted candidates may be required to submit further information before the interview.

Interview

NALA will invite shortlisted candidates to interview by a panel. The interview will explore how the candidate meet the essential and desirable criteria and their relevant experience to date. If required, candidates may be called for a second interview and or asked to complete a short task. Further information will be provided to shortlisted applicants before the interview.

Date of interview: Interviews for this position are provisionally scheduled to take place during the week of 31 January – 4 February 2022. If you are shortlisted, you will be notified of interview dates and arrangements at the earliest opportunity. It will be your responsibility to make yourself available for interview as advised. If you do not attend for interview at the time agreed with NALA, your application will not be progressed.

Candidate Feedback

We will provide you with feedback on your application and or interview if you submit a written request to recruitment@nala.ie.

Confidentiality

Please note that all personal data shall be treated as confidential in accordance with the Data Protection Acts 1988 to 2018.

Canvassing will disqualify

4. Queries

Elaine Mullen

Office Manager

National Adult Literacy Agency

01 412 7900

NALA does not require the assistance of recruitment agencies to fill our vacancies.