**Corporate Services & Governance Officer**

**Role Description**

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| **Job Title:** | Corporate Services & Governance Office |
| **Company:** | Carmichael Centre for Voluntary Groups |
| **Department:** | CEO Office |
| **Location:** | Carmichael House  Hybrid working available |
| **Reports to:** | CEO |
| **Hours of work:** | 30 hours Monday to Friday  Specific working hours to be arranged with the CEO |
| **Job Purpose:** | To manage the relationship with Carmichael’s Resident Members and support internal operations. |
| **Key Responsibilities:** | 1. **Core responsibilities**   **Resident Member Relations**   * Managing the letting of available office accommodation space to existing and potentially new Resident Members (RMs) (including advertising available space, dealing with queries, meeting interested organisations, processing membership applications and preparing license agreements & inventories) * Preparing the quarterly licence fee charges to Resident Members * Managing communications with RMs (including events, annual surveys) * Welcoming/induction of new RMs to the Centre, facilities, supports and staff * Maintaining of the RM details (key contacts, focus, activities, size, etc.) * Managing to Employee Assistance Programme for staff and Resident Members * Organising quarterly social events for Resident Members * Issue annual surveys to Resident Members and Meeting Room Users   **CEO support**   * Coordinating the development Annual Operational plans for each of our service areas * Coordinating strategic plan implementation updates twice yearly * Coordinating the production of the Quarterly Key Performance Indicators Dashboard * Coordinating the production of the CEO’s report for the Board * Organising and supporting Management team meetings * Coordinating the production of Returns to funders e.g. Pobal & HSE * Ensuring that Carmichael is in compliance and meets its requirements under funding and grant agreements * Maintaining Stakeholder Relationship Management Plan * Any other support as needed   **HR Support** (for staff apart from CE and CSP participants)   * Generating quarterly sick leave reports for the quarterly KPI Dashboard * Maintenance of employee HR files * Advertising of and recruitment for vacancies * Coordinating the employee set-up for payroll and induction of new staff * Liaising with Adare to ensure the Employee Handbook is up-to-date * Co-coordinating the performance review process   **Insurance**   * Managing the renewal of Carmichael’s existing insurance policies * Maintaining an up to date record of the insurance policies in place   **Sector Engagement**   * Coordinating the annual Good Governance Awards   + Panel of Assessors; Panel of Technical Reviewers; Panel of Judges   + Sponsors   + Managing entry & judging process   + Managing/coordinating the Awards event * Supporting the Communications Officer in the promotion and marketing of Carmichael * Coordinating the Mentoring Programme * Organising the orientation session for the mentoring programme * Recruiting, screening and onboarding new mentors * Producing an annual competitors’ analysis to identify trends, threats and opportunities  1. **Other responsibilities**   **Board/Company Secretarial Support**   * Developing and maintaining the board and committees meeting calendar * Preparing the Board packs * Capturing the Minutes and circulating to the board * Supporting the board sub-committees as required * Maintaining the Members’ register * Maintaining the Register of Directors’ Interests * Coordinating the signing of the Conflict of Interests and Code of Conduct policies annually by board members and senior staff * Supporting the board/board committee in the recruitment of new board members * Coordinating the induction of new board members * Coordinating the annual board evaluation review process * Informing the CRA, CRO and RBO of any changes to the Board and filing returns. * Maintaining the Board tracker * Maintaining/updating the Risk Register * Coordinating the drafting of Annual Report * Coordinating the completion of the tasks on the Governance Compliance Schedule * Coordinating the maintenance and annual update of Carmichael’s Charities Governance Code Compliance Record Form   **Governance support**   * Providing governance advice and support to board members * Providing informal governance advice and support to resident members and other nonprofits * Supporting the organisation and running of the Board Chairs Network * Coordinating the production of the Governance Dilemma Newsletter |
| **Salary & Benefits** | €17.25 per hour  125 hours annual leave |
| **Application Details** | Please submit a CV of no more than 2 pages and a Cover Letter of no more than one page which addresses your relevant experience to [roisin@carmichaelireland.ie](mailto:roisin@carmichaelireland.ie) by 5pm on Monday September 2nd 2024 |

This job role is supported by the Department of Rural and Community Development and Pobal through the Community Services Programme.