



Grow are currently seeking to recruit an Experienced and Qualified

Part Time Governance, Compliance and Risk Officer (3 year Fixed Term Contract)

Based out of our office in Swords, Co. Dublin

21 Hours per week

Closing date for Applications is Sunday 30 June 2019

Interviews to be held in late July 2019

GROW is Ireland's largest community-based mental health organisation and has been helping people on the road to mental health recovery for almost 50 years. We hold peer-support groups across Ireland each week. GROW groups follow a practical programme and provide mutual help and support to anyone experiencing mental health difficulties or struggling with their mental wellbeing. Meetings are free and confidential. Besides weekly support meetings, GROW also holds free community education, workplace, carer, and young adult programmes.

Role Summary

The purpose of the role is to ensure coordination and delivery of Governance, Compliance and Risk within GROW. The role will involve coordinating multiple simultaneous work streams and communicating effectively with colleagues to ensure project deadlines are met and benefits delivered. To identify GROW requirements under governance, compliance and risk. To roadmap action required and plan, organise and deliver our compliance in these areas. To support GROW on its continuous improvement plan by managing related activities efficiently and effectively. To work with the Crisis Communication team and other committees where appropriate. To coach, train, lead and develop a small team of GRC personnel.

For more details on GROW in Ireland visit our website www.grow.ie

Attached is a job description for the role.

Application is by Cover letter and CV to clionatynan@grow.ie

Any queries relating to the role to clionatynan@grow.ie or contact Cliona Tynan on 01-8408236



Job Title:	Governance, Compliance and Risk Officer	Department:	National
Reports To:	CEO	Location:	Head Office, 5 Forest View, Forest Road Swords, Co. Dublin. Some travel throughout Ireland is required occasionally
Contract Type:	Part time Fixed Term -3 Year	Hours of Work	21 hours per week

Purpose of the Role

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Leadership

To lead by example and in line with the organisation's staff interaction principles. To drive the governance and compliance throughout GROW. To provide support to the Board and other sub committees in relation to good governance and best practice. To ensure excellence and quality throughout GROW in the areas of Governance, compliance and Risk. To empower, enable, coach and encourage all involved in delivering compliance

Governance

To provide support and advice to the chair and the CEO in the review, updating and application of GROW's governance documentation and compliance. To maintain accurate and up to date information and records of Board Members and Company Membership. To organise and carry out new inductions for Board PT and RT members. To Maintain GROW's information on Web sites pertaining to governance. To assist with the production of the annual Trustee Report and Financial Statements

Communication and Inter/Intra personal Skills.

To develop own Self Awareness. To develop other Awareness. To work well as a team both nationally and regionally and on own initiative sharing best practice within GROW. To present on areas of the business to colleagues and external personnel. To maximise use of Technology to benefit GROW and in line with legislation. To interact professionally and collaboratively with members, staff, co-workers and volunteers. To establish effective relationships and interaction with key important contacts with a view to highlighting the benefits of GROW.

Compliance

To ensure that the organisation is compliant with the policies and procedures requirements of statutory and funding bodies Ensure the organisation remains compliant with recognised quality standards. To review and where necessary update the Code of Governance and the ICTR principles. In conjunction with HR to provide training in relation to the organisations GDPR Policy and review, promote and monitor GROW's hard and electronic record retention program. To support the health and Safety committee and ensure GROW compliance. To adhere to and Champion GROW's policy and practice on Child and vulnerable Adult Safeguarding

Quality Assurance

To ensure governance and risk standards and promote continuous quality improvement and compliance within GROW. To complete administrative tasks in a timely and professional manner and to work with the national team to ensure adherence to legislation and protect the reputation of GROW. To ensure, through good governance and compliance with the law, GROW's reputation and adherence to statutory requirement.

Risk Management

To regularly review and assess (with input from the GROW sub committees) the risk Management Framework, Procedures, Policies and Register to ensure regulatory compliance and effective training and management. To establish and oversee a formal risk analysis and self-assessments program for all activities in GROW including information systems and processes. Identify and report quarterly on the current risks the organisation is facing and how to mitigate against them

Project Management

To address change, as and when required, in a positive attitude and manage new projects as they arise

Finance and Budgeting

In conjunction with your line manager control the costs of projects and operate in a cost efficient manner

Role Capabilities

Qualifications

A Knowledge of the Grow programme is desirable. Graduate is desirable. Leaving Certificate Standard or Equivalent is essential. A qualification in Charitable governance, health and safety and risk management is desirable. Qualification in Facilitation, Mentoring, Training, and Coaching is advantageous .Knowledge of Community and Mental Health Movement in Ireland is desirable

Experience

Previous multi location experience is desirable. Knowledge of the national arena of charitable governance, health safety and risk management is desirable. Interface at multiples levels of organisation and with external stakeholders is desirable. Full clean driving licence and own car is essential. Demonstrable experience of working with teams and implementing change through line management is desirable. Experience of working in an inter-agency environment

Skills

- Advanced computer skills
- Excellent written and oral communication skills
- Excellent interpersonal and networking skills
- Flexibility and resilient character
- Motivated self-starter, adaptable and flexible.
- Ability to work with multiple, often conflicting
- Priorities.
- Ability to empower others and delegate appropriately
- Ability to develop self and others
- Organisation and Planning
- Ability to work alone and as part of a team.
- Inter and Intrapersonal Awareness and Skills

Signed By Employee:	
Date	

