

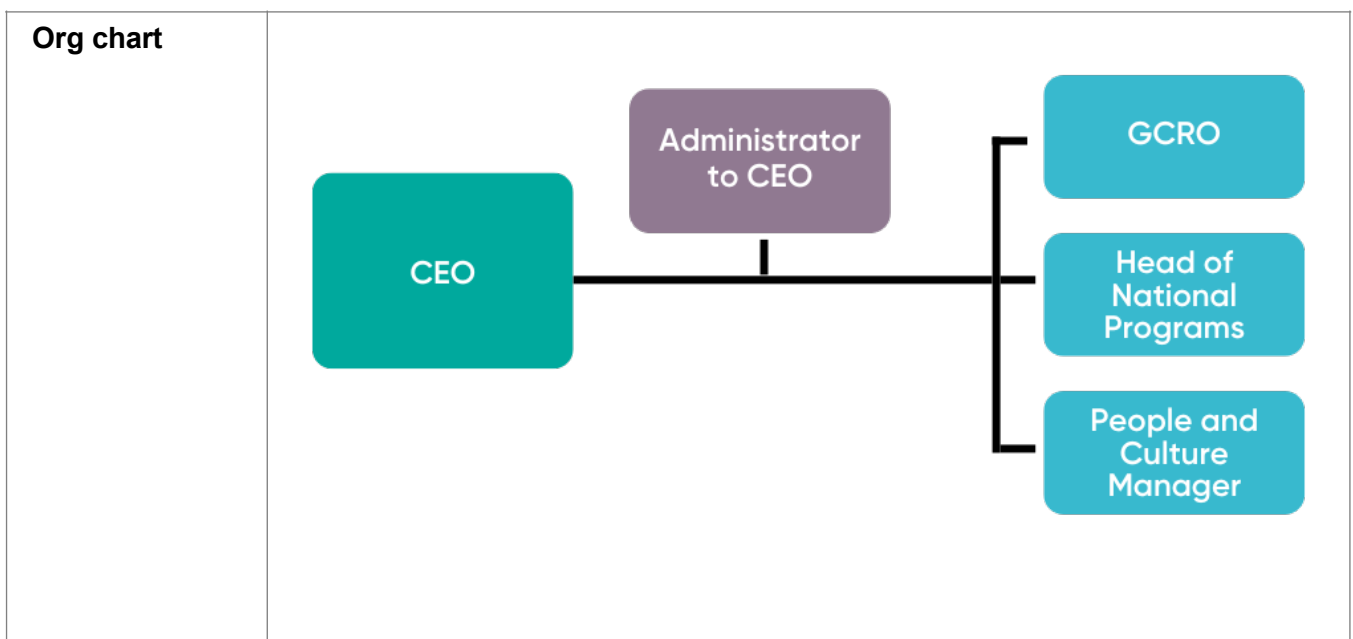


<b>Role</b>	Governance, Compliance and Risk Officer
<b>Reporting to</b>	CEO
<b>About Grow</b>	<p><b><i>Our vision - An Ireland where no one needs to navigate mental health challenges or life's struggles alone</i></b></p> <p>Grow Mental Health (Grow) is a community of people drawn together by our first-hand experience of mental health challenges. With over 60 years' experience supporting people in personal growth and recovery, we provide a space where people can tell their story in a confidential and friendly setting.</p> <p>Using a world renowned, evidence-based program, our members meet weekly, establish friendships, and begin their unique journey towards mental wellbeing. Funded by the HSE and fundraising activity, Grow operates through a national network of peer support groups that encourage positive action through shared wisdom and practical guidance. Meetings are weekly, are confidential, open to all individuals over 18, no referral is needed.</p> <p>Employees work directly and indirectly with Grow groups and members of the public. The main types of direct work are encouragement of the peer support process which includes group member empowerment, connecting to resources, experiential sharing, building community, relationship building, group empowerment, skills building, mentoring, goal setting, self-esteem building and socialisation. The main types of indirect work are group planning and development, administration, awareness raising, fundraising, team communication, supervision, training, providing support, education, information gathering and verification.</p> <p>Whatever the role, Grow expects its employees to be familiar with the essence of the Grow community, that each individual is a unique and valuable person with potential to Grow. Grow employees are highly valued members of the Grow community, contributing their knowledge and skills and growing in expertise in their role.</p>
<b>About the Role</b>	The purpose of the role is to work directly with the CEO, the Governance, compliance and Risk Committee and other members of the Regional and National support teams to lead the workplan driven by the organisation's strategic plan and objectives.

<b>Guidance and authority</b>	<p>The job holder will report to the CEO and is expected to operate with autonomy. They will also work closely with the Governance Compliance and Risk Committee and attend those meetings. The CEO will be responsible for agreeing the priorities for this role in consultation with you. The nature of matters referred upwards include those;</p> <ul style="list-style-type: none"><li>- where significant resistance is experienced in the development of good practice and implementation of policy or strategic objectives</li><li>- where practice or proposed practice places stakeholders in a position of risk</li><li>- where the decision will have a significant impact on the workload of others</li></ul>
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<p><b>Key Responsibilities</b></p>	<p><b>Governance</b></p> <p>Work with the Board/CEO to develop and maintain effective and transparent governance structures.</p> <p>Identify and report gaps within governance structures and advise closing these gaps, where applicable, by way of additions to policy and procedure.</p> <p>Model good governance and reporting structures and support the development of structures which streamline operations.</p> <p>Advise on appropriate reporting structures taking into account the roles of paid employees and unpaid volunteer roles.</p> <p>Develop training on relevant aspects of governance and deliver training to the Board (new and existing members as agreed and appropriate).</p> <p>Contribute to the review and/or development of policy and procedure as relevant to governance.</p> <p>Work with the Board/CEO on viewing the Memorandums and Articles and Bye-Laws as needed or in line with most recent legislation.</p> <p>Ensure accurate information pertaining to governance is maintained on Grow's websites.</p> <p><b>Compliance</b></p> <p>To undertake training with the Board of Grow and support the on boarding of new Board members</p> <p>Ensuring compliance to all legislation</p> <p>Work with the Board of Grow to implement plans to address any issues identified through external reviews</p> <p>Work with the Board/CEO on ensuring compliance with the Charities Act and be available to the Board/CEO to work on issues pertaining to compliance.</p> <p>Review and develop current compliance policy and procedures to ensure effectiveness.</p> <p>Be fully aware of the most up to date guidance documents and recommendations from the Charities Regulator.</p> <p>Support the Board with the development and completion of all required forms as set out by the Charities Regulator.</p> <p>Develop training on legislative and regulatory responsibilities as they apply to Grow and deliver this training as appropriate.</p> <p>Support the development of action plans which ensure compliance with the principles of the Governance Code, relevant legislation and internal policy and procedures.</p> <p>Provide consultation on issues of compliance that may arise in various departments.</p> <p>Support departments in ensuring they are operating in line with HSE Service</p>
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<b>Other Information</b>	<p>In addition to the duties and responsibilities listed above, the role holder may be required from time to time to perform other duties as deemed reasonable and necessary by the employer. The job holder may also be required from time to time to work or attend training/meetings at another location. As much notice as is reasonably practicable will be given of any such requirement/change.</p> <p>At Grow, we are committed to our mission to create new hope and meaning by empowering people to develop their own positive mental health and it is important that all team members share our values of hope, connection, inclusion, integrity, and support.</p>
<b>About You</b>	<ul style="list-style-type: none"> <li>- Educated to QQI Level 8 in a relevant discipline</li> <li>- Prior experience in working within Governance, Risk and Compliance in an NGO environment and familiarity with Charities Governance Code</li> <li>- Knowledge of Community and General Mental Health in Ireland is desirable</li> <li>- Excellent relationship building and people management skills</li> <li>- Excellent written and oral communication skills</li> <li>- Excellent interpersonal and networking skills</li> <li>- A flexible and resilient character</li> <li>- Motivated self-starter</li> <li>- Ability to work with often conflicting priorities and on one's own initiative</li> <li>- Organising and Planning</li> </ul>
<b>Terms</b>	<ul style="list-style-type: none"> <li>- €32, 410 for 21 hours</li> <li>- 20 days annual leave (up to 25 after 5 years' service) pro rata for part time working</li> <li>- Grow Pension Scheme</li> <li>- Gifted 60% weekly hours of holiday to take at Christmas</li> </ul>



The information contained in this job description is a true and accurate reflection of the job as at the date specified

Signed

Date