**Friends of the Elderly Ireland**

**Role Description**

**Governance Officer**

**(6-Month Contract)**

Since 1980, Friends of the Elderly, a non-profit, non-denominational, volunteer-based organisation, has been committed to alleviating isolation and loneliness among older people. We aim to promote independence and well-being. We offer older members the opportunity to make new friendships with each other and with our compassionate volunteers. Our hope is that all older people can have equality of opportunity and improved quality of life as they age, and also have a great social life

**The Role**

Friends of the Elderly Ireland (FOTE) plans to apply for The Charities Institute ‘Triple Lock’ certification in 2024. To assist in achieving this objective, FOTE is seeking to fill the position of Governance Officer. This position is offered as a fixed six-month contract.

Reporting to the Board, the Governance Officer will work with the management team and staff to establish a robust Governance Structure aimed at achieving three specific objectives:

* Ensure ongoing compliance with the Charities Regulator’s Governance Code
* Ensure ongoing compliance with the Charities Regulator’s Fundraising Guidelines
* Establish compliance with the Charities SORP

**Overview of Responsibilities**

In line with these objectives, the key responsibilities of the position will include, but not necessarily be confined to:

* Review of FOTE’s Governance Structure, recommending and implementing enhancements required to ensure compliance with the Governance Code.
* Review FOTE’s compliance with Fundraising Guidelines, recommending enhancements required to ensure compliance.
* Work with the Treasure and FOTE’s accountants to obtain and attain SORP compliance.
* Liaise with the Charities Institute to understand the process required to obtain Triple Lock Certification and ensure FOTE is positioned to do so.
* Establish a process to ensure Policies and Procedures are regularly reviewed and updated.
* Review and oversee update of key policies.
* Review and update procedures supporting key policies.

**Experience/Skills**

* Experience in the identification and application of corporate governance structures in organisations, particularly in the not-for-profit sector.
* Strong influencing skills.
* Strong oral and written communications skills
* Knowledge of the Charities Governance Code and ‘Triple Lock’ certification process would be an advantage.

**Key information about this Role**

* This is a fixed-term contract position for a period of 6 months, comprising 24 35-hour weeks. The specific details (including closure of the office over the Christmas/New Year period) will be agreed with the successful applicant.
* The gross salary for the duration of this contract will be circa. €30,000. Salary will be payable monthly in arrears.
* For maximum effectiveness, the incumbent will be expected to work from FOTE’s offices at 25 Bolton Street, Dublin 1.
* The incumbent will be expected to appraise the Board Chair of progress against agreed objectives on a weekly basis.
* The role will require partial attendance at scheduled Board meetings which occur in the evening every eight weeks or so. The expectation is that there will be three such meetings during the contract period.

**How to Apply**

If interested, please apply in the first instance by submitting your resume, together with a cover letter outlining your motivation and suitability for this role, to **Bernie Curran (bernie@friendsoftheelderly.ie)**

**Closing Date for Applications**: **Friday, 25th August**

All applicants will be responded to. Interviews will be scheduled with successful applicants within two weeks of the closing date above.