**Job Advertisement**

**Position:** Governance, Compliance and Facilities Officer
**Location:** CASP, Muriel Boothman Centre, Ballyowen Meadows, Fonthill Road, Clondalkin, Dublin 22 (Hybrid working potential)
**Hours:** Part-time, 10 hours per week
**Salary:** Based on 10-point scale, €10,635 - €15,334.28 (dependent on qualifications and experience)

**Closing Date:** Friday, 2nd May at 5:00pm
To apply, please submit a CV and detailed cover letter to Sharon Harty, CEO, at info@casp.ie.

**About CASP**

Clondalkin Addiction Support Programme (CASP) is a community-based organisation supporting individuals, families and communities affected by substance use. Through a range of evidence-based services and a trauma-informed approach, CASP delivers care and support in Dublin and operates the CASP Community Substance Misuse Team (CSMT) across the Mid-West (Clare, Limerick, and North Tipperary), serving young people and families.

**About the Role**

We are seeking an experienced and motivated professional to join CASP as a Governance, Compliance and Facilities Officer. Reporting directly to the CEO and working collaboratively with the Finance Manager and Leadership Team, this part-time role plays a key part in supporting strong governance structures, legislative compliance, health and safety, and day-to-day organisational operations.

The ideal candidate will bring excellent communication, administrative and problem-solving skills, along with a commitment to the mission and values of CASP.

**Key Responsibilities**

**Governance & Compliance**

* Support the CEO in ensuring best-practice governance and compliance with all relevant legislation and standards (e.g. Better, Safer Healthcare).
* Conduct annual reviews and updates of policies, procedures and risk registers.
* Maintain staff records of policy acknowledgements following Board-approved changes.
* Oversee the staff induction process and ensure consistent HR practices across teams.
* Ensure compliance with Health and Safety legislation and mandatory training requirements.
* Assist in drafting CASP’s Annual Report in collaboration with the CEO and Team Leaders.
* Maintain CASP's internal records of recruitment and equality compliance.

**Facilities & Operations**

* Oversee the maintenance and upkeep of CASP’s building in Clondalkin.
* Monitor facilities-related contracts and compliance with financial policies.
* Coordinate quotes and procurement processes for capital or grant-funded projects.

**Communications & External Relations**

* Manage CASP/CSMT’s social media presence in line with communication objectives.
* Assist in the preparation of funding proposals and identification of grant opportunities.
* Provide administrative support such as minuting senior or HR meetings as required.

**Organisational Development**

* Contribute to continuous quality improvement and CASP’s broader strategic goals.
* Support internal audits, Board reporting, and document control processes.

**Candidate Requirements**

**Essential:**

* Minimum 5 years’ experience in governance, HR, administration, or general management roles.
* Strong working knowledge of Microsoft Office and document management systems.
* Strategic thinking and operational problem-solving skills.
* Excellent interpersonal, written and verbal communication abilities.
* Ability to work independently, manage competing priorities, and meet deadlines.
* Commitment to the values and mission of CASP.

**Desirable:**

* Relevant third-level qualification (e.g., Business, HR, Health & Safety, Management).
* Knowledge of Irish employment legislation and HR practices.
* Experience working in the Irish non-profit or community/voluntary sector.
* Facilities management experience and understanding of statutory compliance.
* Understanding of data protection obligations (GDPR).

**To Apply**

Please email your CV and a detailed cover letter outlining your suitability for the role to:
📧 **Sharon Harty, CEO** — info@casp.ie
🗓️ **Deadline:** Friday, 2nd May at 5:00pm