



About HUGG

Established in 2018, HUGG is the national suicide bereavement organisation for Ireland. Through unique peer support groups, a telephone support line, informative website, vital research, advocacy, and educational work, HUGG is an essential lifeline for people who have been bereaved by suicide. HUGG is the only national organisation providing this suicide-specific support.

Company Secretary

HUGG is seeking a Company Secretary. A company secretary typically provides legal and administrative support and guidance to the board of trustees. If you have experience in this area and want to play a role in **HUGG** we'd be keen to hear from you. The company is particularly interested in speaking to individuals with a background in the health sector or relevant experience in one or more of the following:

- Non-Governmental Organisations (NGOs) at the national level
- Public Sector Organisation
- The Governance or Legal sector

Responsibilities will include the following:

- Providing input to the strategic direction, contributing with insight, oversight, and experience in strategy formulation in other sectors
- Ensuring that the company complies with all relevant statutory and regulatory requirements
- Overseeing administrative duties, such as taking agenda items and preparing and circulating the agenda and any other papers
- Follow up on decisions taken at meetings in consultation with the chairperson
- Taking Minutes at Board meetings and making sure these are managed securely and circulated to other members of the Board as soon as possible after the meeting
- Ensuring membership records are up to date

Essential Skills/Qualities Required for this Role

- An appreciation and knowledge of the Not-For-Profit sector
- An understanding of and commitment to our mission and values
- Commitment to all legal and fiduciary responsibilities, ensuring compliance with statutory obligations and ensuring best practice in corporate governance

T: (+353) 1 513 4048 E: info@HUGG.ie W: www.HUGG.ie

HUGG, Company Registration No. 640420, Registered Charity No. 20204480, CHY (Revenue) No. 22421
Registered Business Address: 13 Adelaide Road, Dublin, D02P950
Directors: R O'Toole, L McDonnell, D Varian, U Moore, V Groom, M Greaney, I O'Brien.



Board Meetings

There are eight board meetings a year, either online or in person. Committee meetings or working groups are scheduled as needed.

Application Details:

Please submit your CV and cover letter to recruit@HUGG.ie by Friday 25th July. Interviews will take place online w/c 11th August 2025.

For more information on HUGG, please visit www.HUGG.ie

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