



# Youth Work Ireland

## COMPLIANCE ADMINISTRATOR (DRAFT) Job Description

**Contract: Full Time Permanent Contract (Subject to successful completion of probation)**

**Salary Scale: Administration II, dependent on experience**

**Reporting:**

Reporting to the Assistant CEO of Youth Work Ireland. Supporting the Compliance Team (Head of Finance and Assistant CEO) on a day to day basis.

**Duties:**

Compliance Team Work:

- To support Key aspects of the Compliance Function in Youth Work Ireland and to support the work of and be a member of the Compliance Team.
- To work with the National Office Link Persons to Member Youth Services offering them support and information on any compliance issues regarding their assigned Member Youth Services.
- To participate in compliance visits with our Member Youth Services.
- Collating reports, updates and any other material required by the Compliance Team, CEO or Board of Youth Work Ireland.
- Maintaining a thorough and reliable system for managing and maintaining the documentary evidence of compliance required in accordance with the Service Level Agreement with our Member Youth Services.
- To develop clear communication system between National Office and Member Youth Services in the area of compliance.
- To support the development of tools, materials, templates which will assist Member Youth Services in the area of compliance, best practice service delivery, good governance and financial management.
- To support the Compliance Team, CEO and Board, to develop an early warning systems for the detection, identification and classification of problems (as defined in the SLA).
- To work with the Compliance Team and the relevant Member Youth Services in the development and implementation of actions to address problems

- To support the agreed procedures for problem escalation to the Assistant CEO, Management Team.
- To liaise with all Youth Work Ireland Members, staff and other relevant stakeholders on the compliance function
- To liaise any contracted auditors, evaluators or any other agents or stakeholders in delivering the compliance function.
- To liaise with any relevant public department or their agents relating to the compliance function.
- To keep abreast of all relevant matters particularly relating to NGOs and charities in relation to compliance.
- To be part of the national office team including assisting with national events and functions from time to time.
- To prepare reports for the compliance Team, CEO and the Board on any or all compliance issues on a regular basis

#### National Office Quality

- To support and co-ordinate the YWI Application and progress reporting for the Youth Service Grant on an annual basis, and liaise with Members and National Office Staff in relation to their contribution to both.
- To compile the National Statistics from the Members Youth Services Grant Progress report on an annual basis.
- To compile a list of youth clubs for filing with the Charities Regulatory Authority on an annual basis.
- To deliver YWI's Garda Vetting process.
- Support the Safeguarding function.
- Offering secretarial support to Board Subgroups as required.
- Ensuring that all evidence in relation to our Member's ongoing compliance with the National Charities Regulator and Companies Office is constantly up to date.
- The provide secretarial support and participate in the National Quality Standards Framework (NQS) Team.
- To act as Data Protection Officer for Youth Work Ireland
- Any other duties that may reasonably request by the organisation

## Person Specification

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>• Excellent organisational Skills</li> <li>• Excellent communication skills (oral and written)</li> <li>• Ability to work alone or as a member of a team.</li> <li>• Excellence in computer literacy including Excel.</li> <li>• Knowledge in Information Management Systems</li> <li>• Demonstrated experience in collating data.</li> <li>• 2-5 years' experience in an analogous role</li> <li>• Knowledge of NGO environment</li> <li>• Relevant 3<sup>rd</sup> Level Qualification</li> <li>• Knowledge of Data protection legislation</li> </ul>	<ul style="list-style-type: none"> <li>• General understanding of the compliance obligations NGOS/charities in Ireland</li> <li>• Demonstrated experience in carrying out risk analysis particularly in an NGO environment</li> <li>• Demonstrated experience of issues related to outputs and outcomes in public spending</li> <li>• Good knowledge of NGO sector particularly youth organisations</li> </ul>

Youth Work Ireland is an equal opportunities employer.