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| **Job Description**  **Administrator (PA) –**  **Governance, Compliance & Facilities** | |
| **Function:** | As the PA/Administrator, you will provide essential support to the CEO in ensuring the effective coordination and management of all governance-related activities across the organisation. |
| **Location:** | This post will be based in City Centre (Glentworth Street) |
| **Liaising with:** | CEO, Staff, Management, Insurance Providers, Regulatory bodies and other stakeholders as required. |
| **Reporting to:** | CEO |
| **Primary Duties and**  **Responsibilities** | **Board & Sub Committee Coordination.**   * Schedule and organise Board and Sub-Committee meetings, including drafting and circulating agendas, and taking accurate and timely minutes. * Ensure all meeting documentation is maintained in an organised, secure, and accessible format * Manage all communication and information flow between the Board, Sub-Committees, and senior management, ensuring timely dissemination of minutes and follow up on agreed actions.   **Board Development & Training**   * Coordinate and deliver induction processes for new Board members. * Identify and organise appropriate training and development opportunities for Board members in line with governance best practices   **Governance & Compliance**   * Assist in the development, implementation, and ongoing maintenance of governance policies and procedures * Support the CEO in ensuring that the organisation complies with all relevant statutory and regulatory requirements, including preparation and submission of filings to regulatory bodies * Prepare and ensure relevant filings with all regulatory bodies as required;   **Legal & Regulatory**   * Liaise with legal advisors on governance and compliance matters, as directed by the CEO * Stay up to date with developments in relevant legislation, regulation, and governance standards, and advise the CEO and Board on their implications for the organisation.     **Insurance**   * Oversee insurance policies, including renewals, compliance, claims processing, and documentation. * Maintain up-to-date records of all insurance coverage, including liability, property, and employee insurance. * Regularly Liaise with insurance providers and brokers to address any issues or queries and ensure the organisation is adequately protected. * Support the Identification, assessment, and management of risks to Limerick Youth Service, ensuring appropriate risk management frameworks are in place.   **Health & Safety Management**   * Assist in developing and implementing health and safety policies and procedures. * Conduct regular risk assessments and ensure compliance with legal requirements. * Maintain health and safety records, including incident reports and training documentation. * Coordinate safety training sessions and maintain records of staff certifications * Support audits and inspections to ensure workplace safety standards are met. * Contribute to continuous quality improvement and Limerick Youth Service broader strategic goals.   **Facilities & Operations**   * Liaise with Facility leads across LYS property sites to support the effective management of facilities and ensure compliance with health, safety, and operational standards. This will include addressing facility-related issues and ensuring a timely resolution. * Coordinate procurement processes for capital works or grant-funded projects including obtaining quotes and coordinating contractors.   **Reporting and Documentation**   * Generate regular reports on insurance status and health & safety metrics to inform decision making. This includes preparing compliance reports for management review. * Accurate and organised record-keeping will be essential to support audit processes and ensure ongoing compliance with legal and regulatory requirements. |
| **Desirable** | * Knowledge and/or experience in the Non-Profit Sector particularly within youth or community settings * Understanding of organisational risk frameworks and insurance processes. * Awareness of safeguarding practices in youth settings * Experience in supporting projects, especially those involving **facilities management, capital works,** or **grant-funded initiatives** * Background in policy development, risk management, and compliance. * Prior experience in supporting board or committee meetings including drafting formal reports. |
| **Hours of Work** | 35 hours per week |
| **Salary** | Commensurate with Experience |

Please note Limerick Youth Service reserves the right to reasonably alter the above criteria.

Employment with the Limerick Youth Service is subject to a satisfactory response from the National Vetting Bureau and satisfactory reference checks being received.

This post is subject to a probationary period.

**Person Specification**

* A proactive, can-do attitude and willingness to take initiative
* Ability to work effectively both independently and as part of a team
* Commitment to the values and mission of a youth-focused organisation
* Friendly and approachable, with strong interpersonal skills
* Adaptable and flexible to the changing needs of a dynamic organisation
* Respect for confidentiality and data protection
* Confident in liaising with senior managers, Board members, legal advisors, contractors, and external partners.