

AONTAS: Governance and Operations Officer (Full or Part Time) **(<https://www.activelink.ie/node/110636>)**



Governance and Operations Officer

(Full or Part-Time Role - 2-year contract)

About AONTAS

Established in 1969, AONTAS, the National Adult Learning Organisation, is a non-governmental membership organisation that promotes that value of adult learning and advocates for the rights of all adults to quality learning across the tertiary education system. We have an unwavering commitment to improving conditions for educationally disadvantaged adult learners. We offer solutions-focused advocacy that is evidence-based, drawing on research and our extensive initiatives that engage with adults who have returned to education. AONTAS is a highly respected and connected non-governmental organisation at national and international levels.

AONTAS is committed to providing a voice for adult learners based on our vision of learning as being truly lifelong, and takes account of the myriad benefits of learning to health, personal development, social engagement and community development. AONTAS advocates for an inclusive, learner-centred lifelong learning system that enables adults to have a meaningful learning experience.

The Role

Title: Governance and Operations Officer

Location: This role is based in AONTAS, the National Adult Learning Organisation, 83-87 Main St, Ranelagh, Dublin 6, D06 E0H1. AONTAS provides a flexible working approach. Therefore, this role will allow for both at-home and in-office working through a hybrid work model, based on work requirements.

Working Hours: The AONTAS office is open from 9:00am to 5:00pm.

Line Management: The Governance and Operations Officer reports directly to the Head of Environmental, Social and Governance.

Purpose of the Role: To support the governance, compliance, and operations of AONTAS. This role is part of the Environmental, Social and Governance Team. This role can be full time (35hrs p/w) or part-time (20hrs p/w).

Key Responsibilities

Governance and Compliance

- Manage the internal scheduling, communication, and documentation for the AONTAS Board and Board subcommittees
- Work with the CEO and Head of ESG to ensure all governance compliance documents and requirements are up to date (including the Risk Register, GDPR, and Internal Controls)
- Organise the Board elections and ensure all governance needs are met for the Annual General Meeting
- Develop new internal policies and contracts, liaising with external service providers and stakeholders
- Maintain internal policies, in line with the Charity SORP recommendations and requirements
- Maintain a high level of knowledge in the areas of governance, legislation and policy changes
- Coordinate training for the AONTAS Board to ensure they're competent in governance, risk, and financial duties

- Lead AONTAS' Public Sector Duty reporting and examine how AONTAS can promote equality, prevent discrimination and protect the human rights of employees and service users
- Support the Head of ESG in ensuring all mandatory staff training is organised and complete
- Advise and inform the CEO and Head of ESG on governance and compliance matters

Operations

- Develop and implement Standard Operating Procedures in collaboration with the AONTAS staff team and ensure effective implementation of the SOPs across all activities.
- Support the Head of ESG to oversee contract renewals, financial tenders, and management of software systems
- Analyse AONTAS' activities and identify possible operating solutions
- Ensure the organisation is moving forward with the implementation of operational and internal growth activities within the AONTAS Strategic Plan

Environmental, Social, and Governance Team

Collaborate with the ESG Team and support the implementation of broader activities, as needed.

Contributing to AONTAS:

This list of responsibilities is not exhaustive and may vary from time to time. You will be requested to perform other duties as may reasonably be required of you by AONTAS. At all times, employees must operate to the highest professional, ethical, and performance standards.

Candidate Profile

Core Requirements

- Relevant third-level qualification
- Experience in developing and reviewing policies, procedures and controls
- Knowledge of governance, compliance, and risk in Irish context
- Knowledge of Charity SORP (Statement of Recommended Practice)
- Proven ability and confidence to lead and organise projects
- Advanced skills in Microsoft Office 365 (including Excel, Word, Teams)
- Excellent communication skills (written and verbal in English)
- Minimum 3 years of professional experience

Preferred Experience

- Experience developing standard operating procedures
- Experienced in organising staff training
- Proven ability to plan, respond, and coordinate resources meeting tight deadlines in an NGO environment
- Experienced in using Salesforce or CRM system
- Have the ability to engage staff on broader policy items through working group meetings and all-staff update sessions, ensuring meaningful collaboration and impact

Personal Characteristics

- Highly organised with ability to multi-task
- Commitment to goals of educational equality, social justice, and empowerment
- High level of professional responsibility and integrity
- Ability to communicate effectively with colleagues and stakeholders in a constructive and approachable manner
- Capacity to work in partnership with colleagues and stakeholders
- Committed to a socially inclusive, respectful, and positive working environment

Points to consider:

- The AONTAS Board has external company sectoral support. This role does not involve attending Board or

- Subcommittee meetings, or development of meeting minutes
- This role will involve working closely with the Head of ESG and the CEO
- The day-to-day activities in AONTAS include multiple priorities and can at times be responsive to member or sectoral needs
- AONTAS' values and principles are a core asset in the delivery of our work and the working environment for our team
- AONTAS operates a genuinely collaborative 'way of working' with all staff supporting each other. This includes all staff working together to implement activities such as events, including the AGM

Measures of Success

- AONTAS' compliance with the Irish Charities Regulator and other external obligations
- Organised, clear, and timely delivery of documents and policies (including Risk Register and Internal Controls)
- Leadership and engagement within the staff team
- Creation, delivery, and review of Standard Operating Procedures
- Supporting the CEO with preparation and administration for the AONTAS Board

Benefits

- Hybrid Working Policy
- Attractive pension and income protection scheme for staff, after a successful probation period
- Employee Assistance Programme (EAP)
- Equipment provided by AONTAS (laptop and phone for work use)
- Flexibility and support (for example, persons with additional/different needs, caring obligations or other)
- Funded professional development opportunities
- Opportunities to engage with and travel for EU programmes
- Funded conference fees
- Cycle to Work Scheme
- AONTAS office is easily accessible by public transport and has free on-site parking

Annual Salary

The salary scale for this role is €35,000 - €36,555 - €39,700 - €42,800 - €44,370 - €46,900 - €49,110 - €50,216, based on experience and qualifications.

Applications

Closing Date: Thursday 1st October 2024 at 5:00pm

Interview schedule: Interviews will take place on Tuesday 8th October 2024

Interview activity:

Candidates invited for interview will be asked to prepare a presentation. This must be submitted by the indicated deadline.

Please submit:

- A cover letter that outlines your relevant experience and potential contribution to this role
- A curriculum vitae
- Responses to the questions in the application

If these three parts are not submitted, it will be considered an incomplete application. Responses using Generative AI are not permitted.

Candidates applying for this position must have the right to work in Ireland.

**Please apply using this link: <https://apply.workable.com/aontas/j/8172BCEF59/>
(<https://apply.workable.com/aontas/j/8172BCEF59/>)**

AONTAS is an Equal Opportunities Employer.

Please let us know if we can provide you with further information or make reasonable adaptations to this process, to suit your needs.

Region

Dublin 6 / Hybrid

Date Entered/Updated

3rd Sep, 2024

Expiry Date

1st Oct, 2024

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