

Co-operative Housing Ireland: Assistant Company Secretary / Governance Manager (<https://www.activelink.ie/node/111004>)



Assistant Company Secretary / Governance Manager

Title Assistant Company Secretary / Governance Manager

Reporting to Director of Corporate Services

Place of work Hybrid – Warrington Place, Dublin 2

Contract Type Part time 3 - 4 days / Permanent Role

Salary Full time salary approx. €70,000 (depending on Skills, Qualification and Experience) *successful candidate will be pro rata based on days per week.*

Co-operative Housing Ireland

Co-operative Housing Ireland (CHI) is the national organisation representing, promoting and developing co-operative housing in Ireland. Since our foundation in 1973 we have provided over 8,500 homes through homeownership, shared ownership and social rented co-operatives. As an Approved Housing Body (AHB), we work with various stakeholders in the housing sector, including Local Authorities, Government, aspiring homeowners, member tenants and developers. We currently manage nearly 5,500 properties across Ireland.

Role:

The Assistant Society Secretary / Governance Manager will provide wide ranging support and oversight to Co-operative Housing Ireland's (CHI) governance functions. They will provide advice and assistance to executive management team and board under the direction of the Director of Corporate Services. The role will focus on developing and managing strategies to ensure compliance with all legal and statutory requirements. The ideal candidate will have a strong in-depth knowledge of corporate governance and company law and be able to proactively advise the Society to their statutory compliance obligations.

Key Duties and Responsibilities:

- Assist in the preparation and organisation of board and committee meetings, including preparing and uploading materials to board portal software.
- Building strong working relationships with regulatory bodies and assisting in the preparation of submissions, reports, and responses to regulatory inquiries.
- Ensuring the Board is fully aware of its obligations to the relevant regulators including the Approved Housing Bodies Regulatory Authority and the Charities Regulator.
- Liaising with external legal and other professional advisors.
- Drafting of minutes, reports and resolutions in respect of AGMs and board meetings.
- Providing updates to Board & Committees on emerging areas of law and regulations.
- Liaise and provide governance support for 12+ member Co-operatives.
- Under the direction of the Society's Secretary assist with the communication with members and the preparation for AGM meetings.
- Dealing with queries and requests, on a day-to-day basis, from the business, auditors, internal staff and external stakeholders.
- Responsibility for developing and implementing processes to promote and sustain good corporate governance.
- Reviewing CHI's governance processes to ensure these remain fit for purpose and consider any improvements or

initiatives that could strengthen governance.

- Ensuring that the governance framework and any supporting policies and procedures are clearly documented.

Essential Requirements:

- Third level qualification
- Proven background in advising in regulatory, legislative, corporate governance at a senior level
- Strong negotiation skills and ability to build and maintain strong and effective working relationships
- Knowledge of the housing/social housing sector is desirable.
- Ability to work collaboratively in a team and work independently using own initiative
- Strong listening, written and verbal communications skills.
- Good interpersonal, administrative and organisational skills.
- Ability to handle sensitive and confidential information.
- Ability to deal with problems/enquires in a diplomatic and sensitive manner.
- High comfort level in facilitating groups.

Benefits:

- Competitive Salary Bands
- 22 Days Annual Leave + Public Holidays
- 3 Days of Annual Company Privilege Days
- Hybrid & Flexible Working Options
- Generous Company Pension Contributions with Life Assurance
- Paid Sick leave Scheme
- Educational Assistance Program
- Paid Study & Exam Leave

Selection Process:

Selection will involve short-listing of applicants for interviews based on applications and CVs submitted. The short-listing selection criteria are based on the requirements of the job as outlined in this job description.

The closing date for applications is Monday, the 7th of October 2024.

How to Apply:

Interested applicants should submit a CV and Cover Letter via [this link](https://chi.bamboohr.com/careers/148) (https://chi.bamboohr.com/careers/148).

(Co-operative Housing Ireland does not require the assistance of recruitment agencies at this time).

Co-operative Housing Ireland is an equal opportunities employer.

All documentation received by Co-operative Housing Ireland will be processed in accordance with the Data Protection Acts & General Data Protection Regulation (GDPR; 2018).

Region

Dublin 2

Date Entered/Updated

19th Sep, 2024

Expiry Date

7th Oct, 2024

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