

Circle Voluntary Housing Association: Quality & Compliance Officer (<https://www.activelink.ie/node/111994>)



Quality & Compliance Officer

Circle VHA are proud members of INAR - The Irish Network Against Racism

The role:

This role is essential in upholding the company's standards and operational excellence. The post holder will support the Quality & Compliance Manager in the continued development and implementation of Circle VHA's Quality Management System (QMS) and management of the compliance requirements of the organization, ensuring all quality and compliance standards are maintained. The individual will also assist the Director of Corporate Services and colleagues within this department and the Office of the CEO, in maintaining a high level of regulatory compliance and providing support services to the Board, its Committees and the Leadership Team. The Quality & Compliance Officer will support the quality, risk, and compliance functions of the organization by coordinating activities, ensuring adherence to regulations, and assisting in implementing risk management strategies. This position requires a highly organized individual with exceptional time management, planning skillset and communication skills.

In addition, the post holder will also be responsible for providing several office management support functions, mostly stationery and supplies management and management of post in/ post out for head office.

Location: Hybrid working, with office and national site attendance required.

Reporting to: Quality & Compliance Manager.

Contract: Permanent, subject to a six-month probationary period.

Salary Range: €35,800 - €53,700 depending on experience.

Hours: 37.5hrs per week over 5 days.

Leave: 26 days

Pension: Available on completion of probation

Travel: The post requires a valid driving license and the use of a car for business purposes. Expenses policy applicable.

Head Office: 32-34 Phoenix House, Castle Street, Dublin 2.

To Apply:

Please submit curriculum vitae to recruit@circlevha.ie (<mailto:recruit@circlevha.ie>)

Closing Date: Wednesday the 20th of November 2024

Interviews: If selected for next stage of the recruitment process, candidates will be contacted by a member of Circle Voluntary Housing Associations' HR Team regarding interview date and time.

Region

Hybrid / Dublin 2 / Nationwide

Date Entered/Updated

6th Nov, 2024

Expiry Date

20th Nov, 2024

Attachment	Size
<u>Quality Compliance Officer.docx</u>	676.92 KB

Source URL: <https://www.activelink.ie/vacancies/community/111994-circle-voluntary-housing-association-quality-compliance-officer>