

Boardmatch Ireland: LDP Officer (Part Time) - Leadership Development Team (<https://www.activelink.ie/node/112943>)



LDP Officer on the Leadership Development Team (Part-time, remote)

If you like working in a highly collaborative way, at a fast but manageable pace, and with people who care about what they do ... then consider this part-time opportunity with our Leadership Development Programme (LDP) team!

The LDP is a placement programme for senior leaders, which allows them to gain not-for-profit board experience while giving back to society and impacting communities.

On this team, you get to work with all types of charities and organisations in the sector by finding them experienced trustees who will help them achieve their mission. No two days are the same!

Role overview:

The main focus of this role is to support the LDP Manager through their work with the participants on the Leadership Development Programme from onboarding right through to placement on charity boards.

The role holder will have specific responsibilities throughout the LDP process from onboarding process, to producing lists of charity interests, coordinating meetings and overall supporting the LDP Manager in ensuring that each participant has a consistently positive experience of the programme at all touchpoints. It's a busy service so we're looking for someone who is very organised, a good communicator, and comfortable working with both the corporate and charity sectors. We're also very supportive, so while you'll have a lot to do, you won't be thrown in at the deep end!

Reporting to:

Leadership Development Programme Manager

Overall summary of duties:

1. To co-ordinate the LDP process through all stages of the programme in a support capacity to the LDP Manager.
2. To ensure that all clients / participants / charities have a consistently positive experience of the programme at all touchpoints
3. To support the further development of the programme, and work on Boardmatch projects that arise

Key role:

- Plan and coordinate Information Sessions with companies both in-person and via MS Teams
- Lead participant onboarding process from welcome email, survey, and meeting booked
- Assist online onboarding sessions with participants and compile charity options afterwards
- Support the search process following onboarding
- Support the participant placement process
- Manage all role specific LDP administration
- Update Salesforce, run reports, and proactively find ways to maximise how we use it to benefit the programme and our team

- Support the marketing and promotion of the programme, including development of marketing collateral, and organisation of events (in collaboration with the Communications Team)
- Support the development and coordination of all programme reviews and feedback surveys
- Represent the programme / Boardmatch externally as required

Full Time Salary is €32,000 p/a. Happy to discuss flexible working arrangements with the successful applicant. We are open to the option of a 4 or 5 day working week if we find the right candidate for the role.

Remote working with 1-day mandatory team meeting per month in Dublin.

Closing date for applications is 5pm Thursday January 23rd 2025.

Please send your application to hello@boardmatch.ie (mailto:hello@boardmatch.ie) with the subject “LDP Officer Vacancy – [Name]”

Region

Remote / Dublin

Date Entered/Updated

7th Jan, 2025

Expiry Date

23rd Jan, 2025

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