

## **Boardmatch: Training and Supports Officer** **(<https://www.activelink.ie/node/115017>)**



### **Training and Supports Officer** **(full-time, remote)**

#### **Join the Team at Boardmatch – Make a Real Impact in the Charity Sector**

Boardmatch, Ireland's leading charity and not-for-profit board recruitment organisation, is growing – and we're looking for an enthusiastic and motivated individual to join our dynamic team.

This is a unique opportunity to be part of a mission-driven organisation that works across the full spectrum of the Community and Voluntary sector. No two days are the same, as we support a wide variety of charities and not-for-profits in finding the right trustees and delivering key supports to their boards.

We have ambitious plans for the future, and we're looking for someone who shares our passion and energy to help us continue making a real impact in the sector.

#### **Place of Work:**

Mostly remote, monthly team meetings between Dublin 8 and Dublin 2.

#### **Role Overview:**

We are seeking a proactive and organised Training & Supports Officer to join our team. In this role, you will work closely with the Board Capacity Building Manager to support the promotion, sales, and delivery of Boardmatch's training programmes, as well as key board support services including Board Effectiveness Reviews and Skills Audits.

You will also play a central role in coordinating and delivering all Boardmatch events and programmes, including our flagship events *BoardMatch LIVE* and *Future Board Leaders*.

This position involves managing the day-to-day operations of our training and supports offerings, ensuring they run smoothly and continue to meet the needs of the charities and not-for-profits we serve.

#### **Reporting to:**

Board Capacity Building Manager

#### **Overall Summary of Duties:**

- Responsible for all administrative duties associated with trainings – including managing registrations, coordinating dates, training attendee communication, liaising with trainers
- Monitor and evaluate training and programmes and collate data to aid reviewing material and forward plan
- Supporting the organisation of all Boardmatch events, including BoardMatch Live, Charity Trustees' Week, webinars, and more.

- Supporting the delivery of the collaborative Future Board Leaders Programme
- Responsible for all administrative duties associated with board effectiveness reviews and skills audits – including managing enquiries, preparing documentation and surveys, monitoring responses, collating results.
- Supporting the overall strategy of training and programmes

## Key Roles:

### Education:

- Manage training bookings
- Manage training communication and materials
- Support the promotion of Boardmatch's training suite
- Collate feedback and liaise with the Board Capacity Building Manager to review and implement required changes
- Research improvements to training facilitation and possible new topics to introduce
- Monitor and research developments within the charity learning and development space to ensure our training offerings are appropriate and in line with sectoral guidance and developments.

### Board Reviews & Skills Audits:

- Manage enquiries and update accordingly on CRM
- Liaise with the Education, Events & Programmes Manager accordingly to schedule meetings
- Facilitate introductory calls with charities
- Prepare and send board review and skills audit surveys
- Monitor responses and liaise accordingly with clients
- Collate results of board reviews and skills audits
- Facilitate board skills audits and present results

### Events and Support

- Assisting in organising and delivering awareness webinars
- Assisting in the development and delivery of BoardMatch Live
- Assisting in the development and delivery of engagement programmes
- Assisting in the development and delivery of annual Charity Trustees Week events
- Research and facilitate relevant webinars for charities and candidates

### Programmes (Future Board Leaders)

- Support the promotion of the Future Board Leaders Programme
- Support the matching process for candidates
- Support the interview scheduling and liaising with charities and candidates through to completion of the process or match.
- Support the facilitation of the Future Board Leaders training days.
- Support the research and scoping process of any future programme implementation.

## What We Offer

- A flexible and supportive working environment.
- Opportunities for professional development and training.
- The chance to contribute to meaningful work and make a visible impact.
- 23 days annual leave plus public holidays

The salary for our Training & Supports Officer is €32,000.

**Please send your CV and Cover Letter to [hello@boardmatch.ie](mailto:hello@boardmatch.ie) (<mailto:hello@boardmatch.ie>), with the subject line "Training & Supports Officer Application - [Your Name]". Closing date for applications is 25th April 2025 at 5pm.**

**Region**

Remote / Dublin 8 & Dublin 2

**Date Entered/Updated**

10th Apr, 2025

**Expiry Date**

25th Apr, 2025

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**Source URL:** <https://www.activelink.ie/vacancies/education-training/115017-boardmatch-training-and-supports-officer>