
Clondalkin Addiction Support Programme: Governance, Compliance and Facilities Officer (Part Time) **(<https://www.activelink.ie/node/115047>)**

Position: Governance, Compliance and Facilities Officer

Location: CASP, Muriel Boothman Centre, Ballyowen Meadows, Fonthill Road, Clondalkin, Dublin 22 (Hybrid working potential)

Hours: Part-time, 10 hours per week

Salary: Based on 10-point scale, €10,635 - €15,334.28 (dependent on qualifications and experience)

Closing Date: Friday, 2nd May at 5:00pm

To apply, please submit a CV and detailed cover letter to Sharon Harty, CEO, atinfo@casp.ie (<mailto:info@casp.ie>).

About CASP

Clondalkin Addiction Support Programme (CASP) is a community-based organisation supporting individuals, families and communities affected by substance use. Through a range of evidence-based services and a trauma-informed approach, CASP delivers care and support in Dublin and operates the CASP Community Substance Misuse Team (CSMT) across the Mid-West (Clare, Limerick, and North Tipperary), serving young people and families.

About the Role

We are seeking an experienced and motivated professional to join CASP as a Governance, Compliance and Facilities Officer. Reporting directly to the CEO and working collaboratively with the Finance Manager and Leadership Team, this part-time role plays a key part in supporting strong governance structures, legislative compliance, health and safety, and day-to-day organisational operations.

The ideal candidate will bring excellent communication, administrative and problem-solving skills, along with a commitment to the mission and values of CASP.

Key Responsibilities

Governance & Compliance

- Support the CEO in ensuring best-practice governance and compliance with all relevant legislation and standards (e.g. Better, Safer Healthcare).
- Conduct annual reviews and updates of policies, procedures and risk registers.
- Maintain staff records of policy acknowledgements following Board-approved changes.
- Oversee the staff induction process and ensure consistent HR practices across teams.
- Ensure compliance with Health and Safety legislation and mandatory training requirements.
- Assist in drafting CASP's Annual Report in collaboration with the CEO and Team Leaders.
- Maintain CASP's internal records of recruitment and equality compliance.

Facilities & Operations

- Oversee the maintenance and upkeep of CASP's building in Clondalkin.
- Monitor facilities-related contracts and compliance with financial policies.
- Coordinate quotes and procurement processes for capital or grant-funded projects.

Communications & External Relations

- Manage CASP/CSMT's social media presence in line with communication objectives.
- Assist in the preparation of funding proposals and identification of grant opportunities.
- Provide administrative support such as minuting senior or HR meetings as required.

Organisational Development

- Contribute to continuous quality improvement and CASP's broader strategic goals.
 - Support internal audits, Board reporting, and document control processes.
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Candidate Requirements

Essential:

- Minimum 5 years' experience in governance, HR, administration, or general management roles.
- Strong working knowledge of Microsoft Office and document management systems.
- Strategic thinking and operational problem-solving skills.
- Excellent interpersonal, written and verbal communication abilities.
- Ability to work independently, manage competing priorities, and meet deadlines.
- Commitment to the values and mission of CASP.

Desirable:

- Relevant third-level qualification (e.g., Business, HR, Health & Safety, Management).
 - Knowledge of Irish employment legislation and HR practices.
 - Experience working in the Irish non-profit or community/voluntary sector.
 - Facilities management experience and understanding of statutory compliance.
 - Understanding of data protection obligations (GDPR).
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To Apply

Please email your CV and a detailed cover letter outlining your suitability for the role to:

Sharon Harty, CEO — info@casp.ie (<mailto:info@casp.ie>)

Deadline: Friday, 2nd May at 5:00pm

Region

Dublin 22

Date Entered/Updated

14th Apr, 2025

Expiry Date

2nd May, 2025

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