QUALITY ASSURANCE OFFICER
Job Description

Contract: 1 Year Fixed Term Contract

Salary Scale: Administration II, dependent on experience

Reporting:

Reporting to the CEO of Youth Work Ireland. Supporting the Compliance Team (Head of Finance and Assistant CEO) on a day to day basis.

Duties:

Compliance Team Work:

- To support all aspects of the Compliance Function in Youth Work Ireland and to support the work of and be a member of the Compliance Team.

- To work with the National Office Link Persons to Member Youth Services offering them support and information on any compliance issues regarding their assigned Member Youth Services.

- Collating reports, updates and any other material required by the Compliance Team, CEO or Board of Youth Work Ireland.

- Maintaining a thorough and reliable system for managing and maintaining the documentary evidence of compliance required in accordance with the Service Level Agreement with our Member Youth Services.

- To develop clear communication system between National Office and Member Youth Services in the area of compliance.

- To support the development of tools, materials, templates which will assist Member Youth Services in the area of compliance, best practice service delivery, good governance and financial management.

- To support the Compliance Team, CEO and Board, to develop an early warning systems for the detection, identification and classification of problems (as defined in the SLA).

- To work with the Compliance Team and the relevant Member Youth Services in the development and implementation of strategies to address problems
• To support the agreed procedures for problem escalation beyond the Compliance Team and to the CEO and Board level.

• To liaise with all Youth Work Ireland Members, staff and other relevant stakeholders on the compliance function.

• To liaise any contracted auditors, evaluators or any other agents or stakeholders in delivering the compliance function.

• To liaise with any relevant public department or their agents relating to the compliance function.

• To keep abreast of all developments in the field of finance, governance and other relevant matters particularly relating to NGOs and charities.

• To prepare reports for the compliance Team, CEO and the Board on any or all compliance issues on a regular basis.

**National Office Quality**

• To support the processing of Special Projects for Youth and Youth Information Grant Applications and Progress Reports to CDYSB on a timely manner.

• To support the Member Youth Services’ application for Youth services Grant to National Office and the Progress reporting on the Youth Service Grant on an annual basis.

• To compile the National Statistics from the Members Youth Services Grant Progress report on an annual basis.

• To compile a list of youth clubs for filing with the Charities Regulatory Authority on an annual basis.

• Assist in the inputting of Garda Vetting Forms.

• Support the Child Protection audit function.

• Offering secretarial support to Board Subgroups as required.

• Ensuring that all evidence in relation to our ongoing compliance with the National Voluntary Code of Governance is constantly up to date.

• The provide secretarial support and participate in the National Quality Standards Framework (NQSF)Team.

• Any other duties that may reasonable request by the organisation.

**Person Specification**

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- Excellent organisational Skills
- Excellent communication skills (oral and written)
- Ability to work alone or as a member of a team.
- Excellence in computer literacy
- Knowledge in Information Management Systems
- Demonstrated experience in collating data.
- 2-5 years’ experience in an analogous role
- Knowledge of NGO environment
- Relevant 3rd Level Qualification

- Knowledge of law, best practice, finance and/or governance relating to NGOS and charities in Ireland
- Demonstrated experience in carrying out risk analysis particularly in an NGO environment
- Demonstrated experience of issues related to outputs and outcomes in public spending
- Good knowledge of NGO sector particularly youth organisations

This post may be mainstreamed with Youth Work Ireland subject to an evaluation of the role at the end of Year 1 and the continuance of funding.

Youth Work Ireland is an equal opportunities employer.