

## **Haven Hub: Board Members**

**(<https://www.activelink.ie/node/115425>)**



Make a life-changing difference in the lives of vulnerable individuals at risk of suicide! Haven Hub is a mental health awareness and suicide prevention charity with hubs located in Limerick, Ennis and Waterford. We are seeking experienced and dedicated individuals to serve on our board.

## **Chairperson**

### **Core Responsibilities**

#### **Board Leadership**

- Lead all Board meetings to ensure effective and efficient progress in line with the pre-set agenda.
- Manage time effectively during meetings, encouraging active participation and inclusive discussions among all Board members.
- Ensure that each Board member reports on the progress of their role-specific duties from previous business.
- Promote collaboration within the Board to ensure both strategic and operational efficiency of the organisation.

#### **Agenda and Information Management**

- Ensure the agenda accurately reflects all concerns and key issues by facilitating the inclusion of relevant items.
- Confirm that Board members are provided with sufficient information in advance to make informed decisions.

#### **Governance Oversight**

- Work with the Governance Director to ensure that all operations comply with relevant legislation, regulations, and best practice.
- Encourage Directors to prioritise governance responsibilities within their own areas.

#### **External Communications**

- Oversee all public and media statements in coordination with the PR Officer.
- Act as a liaison with legal representatives when required.

#### **Advocacy and Values**

- Ensure the voice and interests of service users remain central to all decision-making.
- Uphold and promote the core mission and values of Haven Hub CLG.

## **Operational Commitments**

- Complete all mandatory volunteer training (e.g., Induction, Child First, Safeguarding etc).
- Provide a report at each Board meeting outlining updates and status of Chairperson responsibilities.
- Attend at least 70% of committee meetings.
- Vote only in the event of a tie among the Board of Directors.

## **Legal Duties**

- Ensure that Haven Hub CLG is fulfilling its charitable objectives for public benefit.
- Comply with the organisation's Governing Document and charity law.
- Remain accountable for the charity's operations and legal compliance.
- Manage resources responsibly and with due care.
- Act in the best interest of Haven Hub CLG at all times.
- Demonstrate reasonable care, diligence, and skill in all activities and decisions.

## **Essential Skills and Experience**

- Ability to dedicate sufficient time for Board meetings and duties.
- Strong understanding of governance standards, including the Charities Regulator's Governance Code and internal controls.
- Demonstrated ability to think and plan strategically, with a focus on long-term impact and sustainability.
- Excellent leadership, facilitation, and communication skills.
- A commitment to the mission, values, and goals of Haven Hub CLG.

# **Communication, Technology & Media Director**

## **Core Responsibilities**

### **Technology Oversight**

- Manage all technology platforms and tools used by Haven Hub CLG, including but not limited to CRM systems, LMS platforms, Google Workspace, Microsoft products, and other relevant software.
- Ensure the organisation's technology systems are up-to-date, secure, and fit for purpose in supporting the charity's operations and communications.

### **Social Media Management**

- Oversee and manage all social media platforms operated by Haven Hub CLG.
- Lead the social media team, ensuring that content is timely, appropriate, and aligned with the organisation's mission.
- Monitor incoming queries across all social channels, and ensure they are redirected to the appropriate committee member or volunteer for action.
- During Haven Hub CLGs opening hours, ensure on-duty volunteers are actively monitoring Meta Business Suite and that social media content is being posted effectively.

### **Media Relations & Public Engagement**

- Prepare and distribute press releases with prior approval from the committee.
- Cultivate relationships with media outlets and relevant external organisations, prioritising visibility and reputation of Haven Hub CLG.
- Support the Chairperson in preparing for live interviews and other public-facing communications.
- Advise the Board of potential public relations risks or negative consequences arising from decisions.

### **Complaints Handling & PR Risk Management**

- Act as the primary point of contact for handling complaints received by the organisation.
- Where a conflict of interest arises, delegate complaint handling to another Director to ensure impartiality and fairness.

## **Volunteer Coordination (Social Media Team)**

- Interview and assess prospective volunteers who apply to join the social media team, as required.

## **Operational Commitments**

- Complete all mandatory volunteer training (e.g., Induction, Child First, Safeguarding etc).
- Provide a report at each Board meeting outlining key updates and progress in your role.
- Attend at least 70% of committee meetings.

## **Legal Duties**

- Ensure that Haven Hub CLG is fulfilling its charitable purposes for the public benefit.
- Comply with the organisation's Governing Document and charity regulations.
- Maintain accountability and legal compliance in all actions and decisions.
- Manage resources, including communication channels and public engagement strategies, responsibly.
- Act in the best interest of Haven Hub CLG at all times.
- Carry out duties with reasonable care, diligence, and professional skill.

## **Essential Skills and Experience**

- Proven ability to dedicate sufficient time for Board responsibilities and regular attendance at meetings.
- Strong understanding of governance standards, including compliance with the Charities Regulator's Governance Code and internal controls.
- Demonstrated strategic thinking and the ability to align media and communication strategies with organisational goals.
- Strong knowledge of communication platforms and digital tools, with an ability to lead tech-related decisions.
- Excellent interpersonal, leadership, and problem-solving skills.
- Experience in public relations, digital communications, or media management is highly desirable.

## **Director of Volunteer Welfare**

### **Core Responsibilities**

#### **Volunteer Wellbeing and Emotional Support**

- Oversee and ensure the emotional welfare of all volunteers across Haven Hub CLG branches.
- Facilitate access to appropriate supports such as debriefing sessions, supervision, and personal counselling when needed.
- Maintain regular contact with volunteers to assess their wellbeing, needs, and ongoing suitability for their roles.

#### **External Supervision & Support Services**

- Liaise with external agencies to arrange adequate supervision and mental health supports for both volunteers and members of the Board of Directors.
- Assist in arranging supports and forming sub-committees where necessary to prevent burnout among volunteers, directors, or committee members.

#### **Student Placement Oversight**

- Oversee psychotherapy and other students on placement within the organisation.
- Ensure the follow-up service provided by placement students is running effectively.
- Manage placement-related responsibilities including tracking of hours, regular check-ins, and completion of all necessary paperwork.

### **Board Welfare and Capacity Management**

- Promote the overall welfare of the Board of Directors, encouraging each member to engage with appropriate training and wellbeing supports.
- Advocate for a balanced distribution of responsibilities across the Board to avoid over-reliance on individual directors.

## Volunteer Disciplinary and Complaints Handling

- Handle all complaints raised by or about volunteers.
- Lead on volunteer disciplinary actions where necessary, in collaboration with the Communications Director when appropriate.

## Operational Commitments

- Complete all mandatory volunteer training (e.g., Induction, Child First, Safeguarding etc).
- Provide regular reports at Board meetings detailing the status of volunteer wellbeing and related activities.
- Attend at least 70% of committee meetings.
- Only cast a vote on the Board of Directors in the event of a tie.

## Legal Duties

- Ensure Haven Hub CLG is fulfilling its charitable purposes for the public benefit.
- Comply with the organisation's Governing Document and charity law.
- Be accountable for your actions and ensure legal compliance across all activities.
- Manage the charity's human and emotional resources responsibly.
- Act in the best interests of Haven Hub CLG at all times.
- Carry out duties with reasonable care, diligence, and professional skill.

## Essential Skills and Experience

- Proven ability to dedicate sufficient time for Board duties and consistent engagement with volunteer matters.
- Strong understanding of governance standards and a commitment to upholding best practice in volunteer welfare.
- Strategic thinking skills, particularly in managing volunteer structures and burnout prevention.
- Background or training in counselling, supervision, HR, psychology, social care, or a related field is highly desirable.
- Excellent interpersonal and communication skills, with the ability to provide compassionate leadership.

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**To apply for any of the Board positions above, please send a cover letter and up to date CV to: [training@havenhub.ie](mailto:training@havenhub.ie) (<mailto:training@havenhub.ie>)**

**The closing date for applications is 14th June 2025.**

**Please note that the above are volunteer/non-paid board member roles.**



### Region

Limerick, Ennis, Co Clare & Waterford

### Date Entered/Updated

6th May, 2025

### Expiry Date

14th Jun, 2025

### Attachment

### Size

Attachment	Size
<a href="#">Chairperson.docx</a>	438.7 KB
<a href="#">Communication, Technology &amp; Media Director.docx</a>	780.41 KB
<a href="#">Director of Welfare.docx</a>	621.6 KB

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