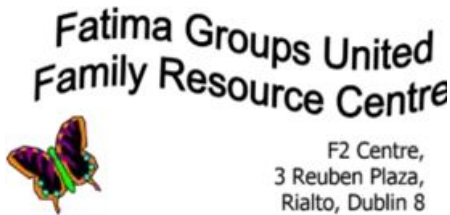


Fatima Groups United: Project Support & Compliance Manager **(<https://www.activelink.ie/node/115499>)**



Project Support & Compliance Manager

Fatima Groups United
F2 Centre, 3 Reuben Plaza, Dublin 8

Title of Post: Project Support & Compliance Manager

Employer: Fatima Groups United

Contract: 28 hours (4 full days)

Salary: €48000 - €53000

Background

Fatima Groups United is a Family Resource Centre based in the F2 Centre, Rialto Dublin. Our primary objective is to foster an inclusive and equitable community where all individuals—regardless of background, ability, or socioeconomic status—are actively engaged, represented and empowered to fully participate in society. We manage/deliver a number of core services/projects that provide various levels of supports including education, health, employment, culture & arts, family/therapeutic supports & community development.

Job Description/Areas of Responsibility

Primary Purpose

Support the VBOM & the Projects Manager to ensure the effective implementation of their key responsibilities in managing and implementing governance practices across the organisation including company compliance, risk management and strategic planning etc

Two Core Areas of Responsibility

- Responsibility for the management, implementation and embedding of all aspects of governance and compliance in accordance with statutory, regulatory and government funded Service Level Agreements and Contracts in place.
- Support VBOM and the Projects Manager in setting a pathway for the development of the organisation so that they can strategically respond to the evolving landscape of their services and the needs of the community

1. The Governance & Compliance Officer will be accountable for the management, implementation and embedding of all aspects of governance and compliance in accordance with statutory, regulatory and government funded Service Level Agreements and Contracts in place including the following;

- Implementing an annual compliance plan including systems and controls to ensure FGU complies with statutory and regulatory requirements and guidance
- Monitor and ensure compliance with applicable laws, regulations, policies, procedures and standards
- Provide advice to the organisation, employees and key stakeholders for compliance-related questions and concerns
- Develop and deliver compliance training programs for employees at all levels to raise awareness and ensure understanding of relevant laws, regulations and internal policies and procedures

- Manage all applicable compliance reporting and documentation.
- Responsible for identifying, assessing, reporting, monitoring and managing all internal and external risks that could affect the organisation ensuring that Fatima Groups United is compliant with legal and regulatory frameworks laid down by the regulators, legislation, and statutory and professional bodies including;
- Developing a Risk Management Plan with the approval of the Board of Directors and ensuring it is being fulfilled
- Assist the Projects Manager and VBOM with managing and mitigating those risks
- Promoting a culture of risk management throughout the organisation through the provision of risk specific training and guidance
- Develop, implement and periodically review compliance policies, procedures and programmes to mitigate all applicable risks

2. Support VBOM and the Projects Manager in setting a pathway for the development of the organisation so that they can strategically respond to the evolving landscape of their services and the needs of the community including;

- Assisting the Projects Manager/staff and the VBOM in their strategic development.
- Prepare Compliance and Risk Management reports in conjunction with the Projects manager for the VBOM.
- Maintain accurate and up-to-date board and committee records in relation to compliance/governance.
- Complete/update reports/submissions annually or as required i.e. CRO; CRA; Tusla; HSE, etc as it relates to compliance

Qualification/Essential Experience

- An approved qualification in a relevant discipline at NFQ level 8 or Higher
- At least 3 - 5 years of experience of working in a service delivery environment where the oversight of governance, compliance and the management of risk was required - preferably in the non-profit or public sector.

Skills/Experience

- Understanding of service delivery within the regulatory/governance/compliance frameworks in the context of community and voluntary sector.
- Developing & delivering training as it relates to the position.
- Ability to build and maintain relationships with colleagues and other stakeholders to achieve results through collaborative working.
- Effective verbal communication & interpersonal skills, delivering complex information clearly, concisely and confidently, engaging and interacting with stake-holders and team members.
- IT and written communication skills including strong report writing and presentation skills, with the ability to draft clear and concise reports, proposals, and other documents.
- Strong analytical, problem-solving & decision-making skills, to analyse data and identify risks and compliance issues with the ability to design and implement practical solutions and practical ways to make policies work, ensuring the team knows how to action change

Cover letter and CVs to be sent to Joe Donohoe Joe@fgu.ie (<mailto:Joe@fgu.ie>)

Closing Date: Tuesday 27th May

Interviews: Friday 30th May

Region

Dublin 8

Date Entered/Updated

8th May, 2025

Expiry Date

27th May, 2025

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