

National Federation of Voluntary Service Providers: Policy & Governance Administrative Officer **(<https://www.activelink.ie/node/116338>)**



Policy & Governance Administrative Officer

The National Federation is pleased to announce a new vacancy to support its policy and governance functions in its work as a national umbrella body representing not-for-profit service providers that support people with intellectual disability and autism.

The Policy & Governance Administrative Officer (Grade V) will provide support to the policy and governance functions of the National Federation of Voluntary Service Providers, including but not limited to: the budgetary planning process and political engagement, the work of the Housing and Assisted Decision Making Committees and other policy related functions; and leading on key governance related areas including Risk Management and the Charities Regulator annual compliance process.

Please see below Job Descriptions and Application Forms for the role:

- [Project Job Description \(https://www.fedvol.ie/_fileupload/Recruitment/policy-and-governance-officer-grade-v-job-description.pdf\)](https://www.fedvol.ie/_fileupload/Recruitment/policy-and-governance-officer-grade-v-job-description.pdf)
- [Project Application Form \(https://www.fedvol.ie/_fileupload/Recruitment/application-form-policy-and-governance-grade-v-1.docx\)](https://www.fedvol.ie/_fileupload/Recruitment/application-form-policy-and-governance-grade-v-1.docx)

The closing date for applications to ceo@fedvol.ie (<mailto:ceo@fedvol.ie>) is 5pm on Friday, 4th July.

Applicants should include a CV and completed application form.

Region

Galway

Date Entered/Updated

23rd Jun, 2025

Expiry Date

4th Jul, 2025

Attachment	Size
Policy and Governance Officer Grade V Job Description.pdf	314.65 KB
Application-form-Policy and Governance Grade V.docx	95.55 KB

Source URL: <https://www.activelink.ie/vacancies/civil-liberties-human-rights/116338-national-federation-of-voluntary-service-providers-policy-governance-administrative-officer>