

## **Part 1: JOB DESCRIPTION**

**JOB TITLE:** Assistant Director of Strategy, Governance & Finance  
**DEPARTMENT:** Samaritans Ireland  
**LOCATION:** The Samaritans Ireland office is based in Dublin, with a smaller office in Belfast. All staff are currently working on a hybrid home/office-based working model.

This role includes travel within Ireland and some UK travel (primarily Surrey/London)

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### **1. POSITION IN ORGANISATION**

- Reports into: Executive Director, Ireland
  - Line Manages: Senior Administrator, Vetting Manager, Accountant, Prisons Liaison Officer
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### **2. MAIN PURPOSE OF JOB**

We are seeking an experienced leader with a proven track record successfully managing the financial and strategic activities of an organisation, ensuring strong delivery across Samaritans Ireland and strong alignment with Samaritans Central Charity. You will need to be able to manage a complex set of activities to enable effective and timely delivery of projects.

The role will work as part of the Ireland management team. You will act as the key staff contact for the new Finance, Audit & Risk Committee of the Samaritans Ireland Board, and will also interact with other Trustees as needed. The role also involves working closely with senior volunteer leadership from across the island of Ireland.

You will manage a team of four existing staff members with a focus on finance, administrative and operational work. The majority of your team members will have ROI-specific roles, although the Finance and Administration functions cover both ROI and NI, and you will be expected to become familiar with Samaritans' work in both jurisdictions.

The Assistant Director will deputise for the Executive Director when required and appropriate. They will be responsible for building a strong relationship with internal and external stakeholders, ensuring Samaritans work in Ireland delivers positive impact, as well as ensuring sustained engagement with Samaritans' mission and values. This role will include some travel within Ireland with limited travel to the UK.

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### **3. KEY RESPONSIBILITIES**

#### **Strategy and Planning:**

- Work closely with the Ireland Executive Director and Samaritans Central Charity strategy and planning teams to define and deliver the Samaritans Ireland strategy and plan.
- Work with Ireland Executive Director and leadership team to ensure goals, objectives and plans are in place for all Samaritans Ireland initiatives
- Monitor performance vs plan, identify and mitigating roadblocks, and adjusting as needed.
- Ensure a strong working relationship between Samaritans Central Charity staff, senior Ireland volunteer leadership and Samaritans Ireland staff to support delivery of strategy and plans.

**Finance:**

- Work closely with the Ireland Leadership team, Samaritans Central Charity Finance team and Ireland Board to develop and monitor rolling five-year plan and annual budget for Ireland.
- Manage the finance function and audit process.
- Support ED and Board Finance, Audit and Risk Committee in their oversight of organisational finances.
- Lead delivery of Samaritans Ireland Annual Report, working closely with Ireland Executive Director, Samaritans Central Charity Staff and Ireland Board.

**Change and Transformation:**

- Act as the Samaritans Ireland leadership team owner for transformation and change programmes (e.g. ROI helpline technology transformation, Ireland Branch Charter), including providing programme management and working closely with the Ireland Executive Director, other leadership team members and Central Charity Staff
- Take a lead role in supporting senior volunteer leadership, branches, volunteers, and staff across Samaritans Ireland through any change programmes.

**Governance:**

- Ensure Samaritans Ireland compliance with all relevant legislation and governance requirements including the Charities Governance Code and GDPR.
- Maintain Triple Lock governance standard for Samaritans Ireland
- Ensure all Samaritans Ireland processes and procedures are best practice, working closely with the Samaritans Central Charity Governance team as needed
- Work closely with Samaritans Ireland and Central Charity teams to strengthen mechanisms and systems for assessing the outcomes and impacts of our work
- Act as Company Secretary for Samaritans Ireland

**Risk:**

- Develop and lead a Samaritans Ireland risk management process, working closely with Samaritans Ireland ED, SCC teams and a new Samaritans Ireland Board Finance, Audit and Risk Committee. Identify and track risks and develop mitigation plans.
- Together with the Ireland ED, act as the main staff point of contact for the Board Finance, Audit and Risk Committee.
- Work with senior volunteer leadership and Samaritans Central Charity to support compliance in Ireland branches (e.g. Charity Code of Governance, Safeguarding)
- Being the main point of contact for data protection issues and coordinating the annual planning and utilisation of GDPR resources.

**Operations and Administration:**

- Manage Samaritans Ireland administration activities including office management and volunteer vetting support
- Supporting the delivery of ROI operational programmes focused on Prisons and Safeguarding in conjunction with UK and Ireland based leadership.

**Leadership and People Management:**

- Lead, motivate and manage five staff focused on administration, finance and operations
- Act as a core member of the Ireland leadership team, delegating for the Ireland Executive Director as needed
- Demonstrate leadership across Samaritans Central Charity, playing an active role in the Samaritans Leadership Group of senior managers, representing the voice of Ireland, and supporting delivery of Samaritans strategy priorities across both Ireland and UK.
- Work closely with senior volunteer leadership and branch volunteers to support the delivery of the Samaritans Ireland national plan, and demonstrate an appreciate and understanding of volunteering within a federated charity.

## **Part 2: PERSON SPECIFICATION**

### **4. SKILLS, KNOWLEDGE AND EXPERIENCE**

#### **Essential**

- Demonstrable experience in strategic and governance focused management roles, including at a leadership level
- Experience of strategy development and delivery
- Experience of leading finance for an organisation, including delivering five-year financial plans and annual budgets
- Track record of delivery while managing multiple projects in a complex environment with multiple stakeholders
- Experience of governance and risk management
- Evidence of building and managing relationships at all levels within an organisation and externally
- Demonstrable track record of providing direction and leadership in a way that inspires confidence and commitment and encourages ideas and initiatives from others

#### **Desirable**

- A good understanding of the charitable and statutory sector in Ireland
- Experience of complex organisational structures including federated and multi-jurisdiction organisations
- An appreciation and understanding of volunteering with the ability to contribute positively within a volunteer led organisation
- Understanding of Mental Health and Suicide Prevention service provision in Ireland
- Demonstrable commitment to equality and human rights work
- Prior experience of working within Northern Ireland
- Prior experience of working with an international organisation

#### **Everyone who works for the Samaritans is expected to:**

- Contribute to the effective and efficient running of Samaritans Ireland as appropriate.
- Participate, as appropriate, in staff forums and meetings.
- Represent Samaritans Ireland appropriately across the organisation and Samaritans to the wider community as appropriate.
- Demonstrate genuine commitment to our vision that fewer people die by suicide.
- Promote, believe in and work within our equity, diversity and inclusion policies and procedures.
- Value and embed the voice, insights and expertise of people with lived experience in line with our lived experience principles and policies.
- Promote and work within our safeguarding and health and safety policies and procedures.

The nature of Samaritans service delivery model means there might be occasional evening and weekend working for which time off in lieu will be given.

#### **Main internal contacts**

- Samaritans Ireland Team
- Samaritans Ireland Board of Trustees and Finance, Audit & Risk Committee
- Senior Leadership Group Central Charity
- Regional Directors and Branch Directors

This job description is a statement of requirements at the time of writing and is not contractual. It should not be seen as precluding future changes after appointment to this role.

**Signed by employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Last updated: April 2024**