



**for everyone living in Ireland with  
Foetal Alcohol Spectrum Disorder**

**Vacancy  
Advisory Board Member  
(Voluntary)**



An Roinn Leanai, Míchumais  
agus Comhionannais  
Department of Children,  
Disability and Equality

**CHILDREN'S  
RIGHTS  
ALLIANCE**



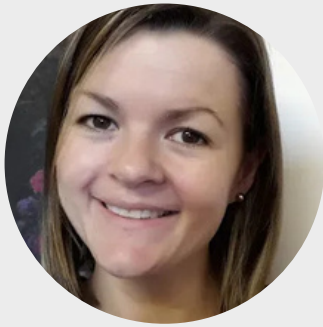
DISABILITY FEDERATION  
OF IRELAND

EUROPEAN  
**FASD**  
ALLIANCE

**SERI**

Social Enterprise  
Republic of Ireland

# Welcome to **FASD** Ireland



**Kate FitzHerbert**  
**Advisory Board Chair**

Dear Applicant,

Thank you for taking the time to look at our Voluntary position as a member of our Advisory Board with FASD Ireland. I am really keen to ensure that you have all the information you need to be able to make your application for this role.

FASD Ireland was established in September 2021 as a not-for-profit social enterprise, to be the 'go-to' hub for everyone living with Foetal Alcohol Spectrum Disorder (FASD), including families, carers, educators, healthcare workers and the wider FASD community across Ireland. FASD Ireland works tirelessly to challenge and lobby the Government to legislate and implement practical strategies to reduce and prevent FASD in Ireland.

FASD Ireland directly supports families and those living with FASD in Ireland and provides training to Social Workers and other professionals to raise awareness of the condition and how to best support those living with it. We offer support in person, online and over the telephone – having launched our support Hub in March 2022 (FASD Hub Ireland® and FASD Hub Northern Ireland®)

We now need new members for our Advisory Board to provide us with support, advice and oversight to ensure that FASD Ireland continues to develop and maintains focus on providing support and services for people living with FASD, to reduce the prevalence of FASD and of course to continue advocating for improved support and diagnostic measures.

I understand that you may know very little about FASD and would invite you to take a look at our website and social media platforms as a starting point to learn more about the condition, as well as our work:

Our website: [www.fasdireland.ie](http://www.fasdireland.ie)

On social media platforms search: FASD Ireland

I hope that you will find all the information you need in the following pages to make your application, and I wish you the best of luck.

Kate FitzHerbert  
Advisory Board Chair

# Advisory Board Member

## Role Description

FASD Ireland has a fantastic opportunity for an experienced and enthusiastic person to become a voluntary Advisory Board Member.

The Advisory Board Member's responsibilities will include supporting the CEO and Senior Leadership Team and giving them guidance and advice as needed, alongside the other members of the Advisory Board.

### Responsibilities of the Role

- Attend meetings – Provide feedback, advice, and/or assistance with a variety of organisational tasks and/or projects
- Assist the organisation in lobbying DPOs (designated public officials) as required
- Consult – Educate fellow board members with own knowledge and learning and answer questions
- Network – help ensure that the organisation becomes better known in the sector
- Research – Stay abreast of industry trends, regulations, and other related news and events
- Recruit – Assist board members in finding replacements as terms expire
- Support ongoing income development using own networks and promoting any ongoing opportunities to contribute time or financially to the organisation
- Support the organisation as a positive advocate for FASD Ireland and people living with FASD
- Other relevant tasks that may be required as an active member of the Advisory Board

### Requirements

- Professional or Lived experience relevant to the role
- Be able to advocate for the organisation and people living with FASD
- Proactive problem-solver
- Professional; courteous; calm and efficient in approach
- Good verbal and written communication skills
- Ability to work as part of a team
- Attend 3 online and 1 face to face meeting per year
- Attend our Annual Conference in person

FASD Ireland is an Equal Opportunity Employer and we actively welcome applicants from all backgrounds. We do not discriminate based on race, age, gender, civil status, family status, disability, sexuality, religion, or membership of the Travelling Community.

# Applying for this role

## Applications

To apply for this role you should send your CV along with a covering letter that includes a personal statement about why you think this is the role for you.

Applications should be submitted by email to [scott@fasdireland.ie](mailto:scott@fasdireland.ie). Your personal statement will help us to be able to short list for this role.

## Keeping in touch

We will acknowledge all applications within 3 working days of being received.

If you have not been successful at the shortlisting stage, we will inform you by email within 5 working days of your application.

Invitations to Interviews will be made by email. Dependant on your location interviews will take place either online or in-person at our offices in Ennis, County Clare.

You will be informed of further timescales after the interview stage.

## Data Protection

Please note that your personal information is used for the purposes of this role only and will not be passed to any third party. Should you be the successful applicant then the information you have provided will be added to your Personnel file for the duration of employment.

## Inclusion and Accessibility

FASD Ireland prides itself on being an Equal Opportunity Employer, should you require any adjustments in order to submit your application please email [scott@fasdireland.ie](mailto:scott@fasdireland.ie).

## References & Vetting

References will be requested if successfully offered the role of Advisory Board Member. Successful applicants will need to provide two referees - including one from a recent employer and will be required to be Garda Vetted.

## Queries and Questions

Please email: [scott@fasdireland.ie](mailto:scott@fasdireland.ie) or by telephone: 065 6703096.