



## **Administration & Compliance Manager- Sophia Housing**

### **About Sophia:**

Sophia is national provider of housing and homeless services. Founded in 1997 by Sr. Jean Quinn D.W the organisation has always been acutely aware of the impact that homelessness has on individuals, couples and families.

Over the past three decades Sophia has been supporting people as they emerge from homelessness. Sophia provides trauma informed services that recognises the impact that homelessness, poverty and social exclusion has on those it supports. Sophia is unique among providers of homeless services in that it focuses exclusively on helping people to leave homelessness by having a home of their own as quickly as possible.

**Purpose:** This role will co-ordinate and manage the administrative and compliance functions of Sophia.

**Reporting to:** Chief Executive Officer

**Contract:** Permanent, 39 hours per week, Monday to Friday.

There may be a requirement to work occasional weekends and evenings. Time Off in Lieu (TOIL) will be granted for any hours in excess of the 39 hours worked.

**Location:** Cork St, Dublin 8 with flexibility to travel for meetings as required.  
Hybrid working arrangements (3 days onsite per week).

## **Main tasks and Responsibilities**

### **Administrative tasks associated with Governance:**

- Ensure briefing papers for Board of Directors meetings are collated and circulated to Board Members.
- Support the minute taking of all Board Meetings and Committees of the Board
- Maintain the organisational files for all Board Meetings and Committees of the Board and ensure these files are held securely

- Ensure that Board of Directors meeting files and committee meeting files are kept centrally and securely and that the archives of these meetings in order and held securely.
- Responsible for ensuring new Board Members are registered with the Charities Regulator and liaising with the Head of Governance, ensure that new Board Members are registered with the Companies Registration Office.
- Responsible for informing the Charities Regulator that Board Members have resigned or retired and liaise with Head of Governance to ensure some with the Companies Registration Office.
- Ensure Board Members details are up to date on the Sophia website.
- Operate and maintain Board Policy quality management process ensuring policies that require review are brought to the CEO and Board
- As directed by C.E.O liaise with Board Members so that they are supported to fully participate.

#### **Record Official Correspondence**

- Develop and maintain systems for the recording of all correspondence to the C.E.O and to Sophia as an entity.
- Ensure the Sophia Info emails and correspondence is responded to promptly.

#### **Compliance with the Codes associated with the Charities Regulator**

- Manage compliance records and administration support associated with the requirements of the Charities Regulator.
- Lead in the annual returns to the Charities Regulator.
- On direction of C.E.O draft policies required by the Board.

#### **Data Protection/GDPR**

- Responsible for Sophia's data protection, compliance with GDPR and to act as Sophia's Data Protection Officer. This may involve the use of external expertise to advise and support.

#### **Compliance File with the Codes associated with the Approved Housing Body Regulatory Authority**

- Ensure records and administration support associated with the compliance and requirements of the Approved Housing Body Regulatory Authority.

### **Sophia Leadership Team**

- Support the C.E.O in administrative work associated with the Sophia Leadership Team (SLT) including the effective taking of minutes at SLT meetings.
- Maintain and keep secure all SLT documentation.

### **Annual External Audit**

- Support the C.E.O and Board with the non-financial aspects of the audit and the work of the external audit.

### **Sophia Events:**

- Support the C.E.O in the co-ordination of internal and external events.

### **Annual Report**

- Support the C.E.O in compiling draft Annual Reports for approval by the Board of Directors.
- Support the C.E.O and SLT in the co-ordination of data that will be used in Annual Report.

### **Annual General Meeting**

- Support the C.E.O to ensure a well-organised and compliant Annual General Meeting.
- Responsible for maintaining and an up to date Register of Members.

### **Funding Applications and Fundraising**

- Where the C.E.O is leading on or contributing to Fundraising initiatives, support the administrative work associated with this.
- Ensure that all the administrative aspects of EU Funded programmes are attended to.

### **Cork Street Campus**

- Develop, direct and coordinate a maintenance plan for the Cork Street Campus ensuring the Administrative Office is maintained and has an on-going maintenance plan.
- Chair and/or Co Chair Campus Coordination meetings
- Be the lead person responsible for maintenance of the Cork Street Administration building
- Ensure that the main Reception in Cork St is effectively managed and in line with the Trauma Informed ethos and values of Sophia.

### **Wisdom Centre**

- Wisdom Centre - Line manage and support the Coordinator of the Wisdom Centre.

### **Social Media**

- Update the Sophia website and lead and manage Sophia social media as directed by the C.E.O
- Support the C.E.O and the Communications Committee of the Board in the implementation of external communication action plans.

### **Community Employment:**

- Assist in the management of the workload of Community Employment Scheme

### **Additional**

- To carry out all work in line with Sophia's health and Safety policies
- Any additional administrative tasks as required

## **Person Specification**

### **Values:**

- Committed to the ethos and mission of Sophia
- Empathy with Trauma Informed Practice
- Commitment to equality and anti-oppressive practice
- An appreciation of the role that the not for profit sector plays in addressing homelessness and social exclusion
- An appreciation of the commitment and role played by volunteer Board Members and an understanding that Sophia's Governance is volunteer led.

### **Requirements and Skills**

- Proven experience as an Administration/Compliance manager or similar role (3-5 years' experience)
- In-depth understanding of office management procedures and policies
- Familiarity with facilities management principles
- Proficient in MS Office, Excel and other applications
- Knowledge of the compliance requirements of the Charities Regulator and the Approved Housing Body Regulatory Authority (desirable)
- Excellent organisational and multitasking abilities

- Ability to work on own initiative
- Ability to effectively judge when to seek direction from CEO and when to work off own initiative.
- A team player with leadership skills
- Excellent report writing and communication skills
- Ability to communicate with empathy, emotional warmth and professionalism

## **Qualification and Experience**

- BSc/BA in business/public administration or relevant field
- Experience in office management and leading the compliance work of an organisation
- Experience of acting in a leadership role in management.
- Experience in leading and facilitating meetings effectively.

### **Application Process:**

Please forward a Cover Letter and CV to

**Recruitment@sophia.ie**

The closing date for receipt of applications is

**Tuesday, 26<sup>th</sup> August 2025**