

INISHOWEN DEVELOPMENT PARTNERSHIP



Policy, Research and Compliance Officer (2 days per week)

In line with our commitments to good governance, to growing as a responsive organisation and to our duty of care to clients, staff and volunteers, Inishowen Development Partnership is recruiting for a new position within this growing and diverse team. The IDP Policy, Research and Compliance Officer, reporting to the IDP Joint CEO, will be in charge of generating and overseeing information and data for IDP ensuring that emerging needs are identified and planned for and client needs are responded to in a timely and effective way. In addition, and in light of increased compliance requirements and obligations around risk management, ensuring that IDP is complying with regulatory requirements and that the company and its employees are complying with internal policies and procedures, the role will also involve the coordination of compliance within IDP.

Policy and Research

- Produce and commission policy submissions for the management team including research papers in support of our policy objectives and future proofing provision
- Input to reports for senior management and external regulatory bodies as appropriate
- Enhance the reputation of IDP by exploring opportunities to add value to our current provision
- Devise and conduct client feedback mechanisms and processes to inform this
- Inform and develop training to support clients in their compliance journey e.g. Governance Code, Charities Regulator, Best Practice, Revenue Developments, etc.
- Provide ongoing support to the CEO and the Chair in their public roles by sourcing data, providing research papers and briefings as requested
- Proactively and collaboratively liaise with the IDP Team around production of communications materials for public policy work and messaging, including effective use of social media
- Work with external expertise commissioned to review programmes, develop profile/brand
- Identify new sources of funding and advise and support IDP and its client organisations in developing high quality grant concepts and applications
- Update job knowledge by participating in educational opportunities in tandem with reading professional publications and current developments
- Represent IDP, where appropriate, at policy making fora, conferences and in the media where appropriate

Compliance

- Reviewing all existing policies and procedures within IDP and update these against legislative, regulatory bodies, funding partner service level agreement specifications, accreditation requirements and professional standards
- Overseeing and provide up-to-date control, review, audit and monitoring data to management
- Put in place a review protocol for annual review, update and approval alongside a clear protocol to manage a crisis or compliance violation – this will include conducting an annual assessment of risk for IDP
- Develop and implement an effective compliance programme to include GDPR compliance, Quality Assurance and leading to an excellence or quality award for the company
- Compiling and analysing internal and external information relevant to compliance requirements of IDP
- Evaluate the efficiency of controls and take appropriate steps to improve them
- Support all departments by collecting and coordinating internal compliance data and raising awareness of all policies and procedures and protocols
- Educate and train employees and Board of Management on regulations and industry practices



- Ensure compliance with international, national, regional and local legal requirements by studying existing and new legislation; enforcing adherence to requirements and advising management on appropriate actions

The skills and requirements for this post will be:

1. Experience in:

- Compliance and Research
- Reporting Research Results
- Analysing Information
- Coordination and Project Management
- Administrative Writing Skills
- Underpinning continuing professional development and educating others
- Working with Others

2. Knowledge of:

- Legal Compliance
- Auditing
- Statistical Analysis
- Standards and regulations
- Reporting procedures and record keeping

3. Personal Qualities including:

- An ability to see opportunities and connections between current initiatives and developments in the policy landscape
- A business acumen partnered with a dedication to keeping business dealings ethically sound and legally pristine
- Commitment to and understanding of working within a community organisation in an inclusive manner
- High motivation, positive disposition and flexible attitude in response to organisational change and development
- Methodical and diligent with outstanding planning abilities
- An analytical mind able to “see” the complexities of procedures and regulations
- Excellent communication skills

4. Qualifications

- A minimum of a BSc/BA in law, finance, community development, business administration, social science or related field
- Certified compliance professional is a plus
- The successful candidate should be familiar with risk management and standards of excellence in our sector.

How to Apply: Applications only on IDP’s official application form to enquiries@inishowen.ie stating clearly that it relates to the ‘Policy, Research and Compliance Officer’ role. Only those who complete the official application form will be considered for the position.

Closing date for applications: February 25th, 2019

All applicants should note that the proposed interview date is Friday March 1, 2019

Salary scale for this position is €29,638 pro rata.

