



**National Federation of  
Voluntary Service Providers**  
*Supporting people with intellectual disability (CLG)*

## **Job Description**

### **Policy & Governance - Administrative Officer Grade V**

#### **Post Details:**

**Job Title:** Policy & Governance Administrative Officer

**Salary Scale:** Admin Grade V Clerical and Administrative Scale\*

**Tenure of Employment:** Permanent

**Location:** Oranmore Business Park, Oranmore, Galway. (Some flexibility for remote working may also be provided.)

#### **Introduction:**

The National Federation of Voluntary Service Providers Supporting People with Intellectual Disability (National Federation) is the national umbrella organisation of not-for-profit agencies providing direct supports and services to people with intellectual disability in Ireland. Across 53 organisations, our members support more than 26,000 children and adults with intellectual disabilities and their families, providing services and supports throughout the lifespan. National Federation member organisations have community presence and connection across large urban centres and small villages throughout Ireland. The National Federation Secretariat supports its member organisations in relation to strategic and operational areas relevant to the service provider's needs and requirements. (See [www.fedvol.ie](http://www.fedvol.ie) for further information).

#### **Purpose of the Post:**

Reporting to the CEO, the Policy & Governance Administrative Officer will be situated in the National Federation Secretariat, which is a small service focussed, outcomes-based team.

**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 exclusively 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.**

The person appointed is required to have an understanding of and respect for working according to the mission and values of the National Federation.

This requires a personal commitment to the vision expressed both in words and in style of working; a friendly professional manner as a member of the team liaising with our member organisations and key stakeholders; attention to detail; adherence to company policies, and a confidential approach to all matters.

## Qualifications, Skills and Experience Required:

### The appointee must have:

- A qualification (at least L.6 on the NFQ Ireland or equivalent) relevant to this role.
- Knowledge and understanding of national disability-related policy and its implementation, including familiarity with:
  - the *United Nations Convention on the Rights of Persons with Disabilities*;
  - *Return of Lobbying Act 2015*;
  - the *Assisted Decision Making (Capacity) Act, 2015*;
  - *New Directions - Day services for adults with disabilities* policy;
  - the successor to the *National Disability Inclusion Strategy* (when published);
  - the *Action Plan for Disability Services 2024-2026*;
  - the *Housing Strategy for Disabled People 2022-2027*; and
  - the *Time to Move On from Congregated Settings* report.
- Knowledge and understanding of the key governance compliance requirements for charitable organisations in Ireland, and the processes through which compliance is achieved.
- Experience in relevant research methods to support the work of policy submissions and political engagement in a voluntary organisation.
- Experience of supporting work in a multi-stakeholder environment.
- A track record of positive engagement in a relevant rights-based context.
- An excellent standard in planning, organising, prioritising and meeting deadlines.
- An excellent level of proficiency in written and communication skills.
- Excellent Minute Taking skills.
- Excellent working knowledge of MS Office to include advanced level skills in MS Teams, Outlook (including scheduling), Word and PowerPoint and intermediate level skills in Excel.
- Interpersonal skills that enable you to work with people at all levels and develop strong relationships with key stakeholders; whilst maintaining confidentiality.
- Ability to prioritise and handle multiple tasks simultaneously and meet deadlines.
- Strong numerical, analytical skills and attention to detail.
- Ability to work within a team environment and be self-motivated.
- Willingness to assume responsibility, ownership and accountability.
- Diary and Inbox Management skills.
- Full Clean Drivers Licence which qualifies the candidate to drive on Irish roads is essential.

### The following would be desirable in a candidate:

- Minimum of 3 years' experience working in Administrative Support or a related field.
- Experience in supporting the management of events.
- Experience in graphic layout/design (e.g., for internal communications and published reports).
- Previous experience in supporting people with Intellectual Disability and Autism to share their views.
- Experience in supporting risk management functions within an organisational context.
- Experience and familiarity with political engagement processes – including Oireachtas and Cabinet Committees, Dail debates, Parliamentary Questions, and appropriate lobbying activities to engage with political parties to share the priorities relating to disability rights and services.
- Experience working in a rights-based disability context

**The successful applicant will need to hold:**

- A commitment to the values, aims and ethos of the UN CRPD.
- Excellent communication & interpersonal skills.
- A high level of analytical skills.
- High integrity and ethics at work.
- Commitment to Excellence.
- An enthusiastic approach to innovation.
- Knowledge of and commitment to *the Partnership Principles - Building A New Relationship between Voluntary Organisations and the State in the Health and Social Care Sectors*.

**Duties and Responsibilities:**

1. Carry out research to inform and support submissions of the National Federation - including its input to the budgetary process and to support effective engagement with elected representatives.
2. Monitor, research, and analyse relevant legislation, policy developments, and emerging issues affecting our members.
3. Support the preparation of policy briefs, position papers, consultation responses, and advocacy materials.
4. Liaise with member organisations to gather insights and build consensus on policy positions.
5. Provide administrative support to policy related committees of the National Federation including the Housing Group and the Assisted Decision Making Reference Group.
6. Support the development and implementation of advocacy strategies and campaigns in line with organisational priorities.
7. Maintain up-to-date knowledge of national and international disability rights frameworks (e.g., UN CRPD), and of the evolving policy and legislative landscape relevant to people with intellectual disabilities and autism, their families, their communities, and service providers that support them.
8. Maintain accurate and impactful documentation to communicate the work of the Secretariat.
9. Support the work of the Governance Committee in ensuring that governance policies and procedures are current, compliant, and aligned with best practice.
10. Support and document compliance with the Charities Regulator annual process.
11. Ensure returns are made to meet requirements of the Regulation of Lobbying Act 2015.
12. Prepare documents for meetings including draft agendas, documents for circulation, collation of information packs for meetings, etc.
13. Support the CEO in identifying, assessing, managing and monitoring risks within the National Federation.
14. Communicate effectively with members and external partners, stakeholders and the public in a manner that represents the culture, values and goals of the National Federation.
15. Manage workload to ensure that priority items are dealt with in a timely and efficient manner and that deadlines are met while ensuring that daily objectives are also progressed.

The role of the post holder may evolve as professional, sectoral and member organisation needs change. The post holder will be expected to demonstrate flexibility skills that will facilitate this.

**Other Duties:**

- Travel to meetings in other locations as required.
- Maintain good working relationships with our Board, member organisations, and key external stakeholders including HSE and DCEDIY colleagues.

- Respond to queries from member organisations and external stakeholders.
- Work collaboratively with Secretariat team members. Participate in team meetings, review sessions and planning events as required.
- Support and inform National Federation reports, presentations and documentation (including National Federation position papers and submissions, budget campaigns, Annual Report and Service Plan).
- Contribute updates to the National Federation website ([www.fedvol.ie](http://www.fedvol.ie)).
- Our member organisations support people with intellectual disabilities and autism. You will be required to contribute to providing a welcoming, inclusive and accessible environment that supports people with intellectual disabilities and autism to participate in the work of the Federation, respectful of the rights, equality and dignity of the person.
- To support the work of the National Federation and for their own self-development, the holder of this post may be required to participate in on-site and/or external training as required.
- Perform duties that may be assigned by the Chief Executive.

## **PARTICULARS OF EMPLOYMENT**

### **Policy & Governance Administrative Officer (Grade V)**

#### **1. Tenure of Employment**

The post is a permanent full time post, subject to 6-month probationary period.

#### **2. Location**

Oranmore Business Park, Galway, with remote working flexibility.

Travel to meetings in member organisations based nationally will also be required

#### **3. Driving Licence**

A full clean driving licence which qualifies the candidate to drive on Irish roads is essential.

#### **4. Garda Clearance / Police Clearance**

Garda Clearance is a requirement for employment in the National Federation of Voluntary Service Providers. (This will be processed via the National Federation in conjunction with the successful candidate). Police Clearance is also required for candidates who have lived abroad for over six months.

#### **5. Remuneration**

\*The salary for Clerical/Admin Grade V is remunerated as per national Section 39 Pay Restoration Process, having reference to Department of Health Consolidated Scales as adjudicated by the ongoing Section 39 WRC process.

#### **6. Hours of Work**

Full time, 35 hours per week Monday to Friday, with a requirement to be available outside normal office hours on occasions.

#### **7. Annual Leave**

The annual leave attached to this post is 28 days.

**8. Pension Scheme**

The successful candidate will become a member of the National Federation of Voluntary Service Providers' Pension & Life Assurance Scheme, which is a Defined Contribution Pension Scheme.

**Informal enquiries to Chief Executive, Alison Harnett on 091-792316/ [alison.harnett@fedvol.ie](mailto:alison.harnett@fedvol.ie)**

**Closing date for receipt of application with CV to [info@fedvol.ie](mailto:info@fedvol.ie) is 5pm on 4<sup>th</sup> July**

**Shortlisted candidates may be required to undertake a brief writing task  
during interview - Date to be confirmed.**

***The National Federation of Voluntary Service Providers is an equal opportunities employer.***