



KCYS Compliance Officer

Location: Kerry

Reports to: KCYS CEO

About Us:

Kerry Community Youth Service (KCYS) is a non-profit youth organisation deeply rooted in County Kerry, committed to empowering and supporting young people throughout the community. We believe in cultivating a supportive, inclusive, and dynamic work environment where staff contributions directly shape the lives of young people, their families and their communities.

This post will play a vital role in ensuring that our organisation operates with the highest levels of integrity, safeguarding our Mission and enabling us to continue making a positive impact across Kerry. This post is ideal for an exceptional individual who is passionate about making a tangible difference in the lives of young people and their families by championing a culture of integrity and compliance within KCYS, operating in line with our core organisational mission, vision, and values: Young Person Centred, Inclusive, Respectful, Non-judgemental, Rights Based, and Empowering."

Job summary:

The Compliance Officer will be responsible for ensuring that KCYS adheres to all applicable laws, regulations, and internal policies. This role is essential to safeguarding the organisation's integrity, accountability, and transparency while fostering a culture of compliance and continuous improvement.

Key Duties & Areas of Responsibility will include:

Regulatory Compliance:

- Monitor and ensure compliance with all relevant legal, regulatory, and ethical standards applicable to non-profit youth organisations in Ireland
- Stay informed about changes in legislation, regulations, and best practices affecting the organisation's operations
- Conduct ongoing audits to ensure adherence and compliance to funder requirements as outlined in Service Level Agreements, contracts, memorandums of understanding, etc.

Policy Development and Implementation:

- Regularly review organisational policies and procedures to ensure compliance
- Where appropriate develop and implement policies
- Provide training and guidance to staff and volunteers on compliance-related matters
- Promote a culture of compliance and integrity throughout the organisation.

Risk Management:

- Identify, assess, and mitigate potential compliance risks and recommend solutions
- Conduct internal audits and assessments to ensure adherence to policies and standards
- Develop, implement, and maintain a comprehensive risk management strategy and policies, including a risk register
- Perform thorough risk assessments to evaluate potential organisational impact
- Continuously evaluate and improve the effectiveness of the organisation's risk management framework
- Establish and deliver risk management training and awareness programs to foster a risk-aware culture
- Develop and execute an annual audit plan, ensuring efficient resource allocation and timely reporting
- Support the SMT in crisis management and business continuity planning to ensure operational resilience.

Financial compliance

- Work closely with Finance Manager to ensure organisational compliance with financial controls, identify potential financial risk and risk mitigations.

Reporting and Documentation:

- Maintain accurate records of compliance activities and prepare reports for CEO, Board of Management and the senior management team as required
- Ensure timely and accurate reporting to regulatory bodies, funders, and stakeholders
- Develop and utilise digital systems to support effective and efficient compliance.

Stakeholder Engagement:

- Act as the primary point of contact for compliance-related inquiries and investigations
- Implement learning and promote a culture of continuous improvement within the organisation
- Collaborate with external partners, auditors, and regulatory agencies as needed

KCYS Organisation Responsibilities

- Actively participate in both internal and external networks, structures, and events relevant to the post
- Identify training needs through supervision and participate in training opportunities appropriate to the role
- Prepare for and attend individual supervision on a regular basis.
- Undertake other duties as may be requested. This may include involvement in the organisation's events, fundraising, research etc.

Special conditions /Essential Criteria

Qualifications and Experience

- A relevant qualification in compliance, law, risk management, business administration, community development or relevant field is desirable
- Working knowledge of governance and compliance within the charities sector, and associated regulations and regulatory bodies
- Evidence of professional development in corporate governance, with a strong understanding of how it translates to a non-governmental organisation in an Irish and European context
- Working knowledge of Irish regulatory requirements, including data protection (GDPR) and child safeguarding standards
- Experience in Microsoft Office is essential, (knowledge of other applications would be an advantage)
- Knowledge of CalqRisk or similar platform is highly desirable
- Fluency in English, both written and verbal
- Full Driver's licence.
- Eligible to work in Ireland

Contract

- 12-month Fixed Term Contract.
- This contract is for 35 hours per week
- Salary scale applies, commiserate with experience, payable monthly
(€38,217, €40,355, €42,316, €44,035, €45,695, €47,938)
- 26 days Annual Leave per annum pro rata
- 28 days paid sick leave in a 12-month period pro rata, upon successful completion of probation
- The nature of this post requires the holder is flexible in working hours to cover the operational times of the service. This may involve some evening and weekend work, as required
- Employment with KCYS is subject to a satisfactory response from the Garda Vetting Unit being received in relation to any candidate under consideration and satisfactory reference checks received
- This post is subject to a probationary period.

Skills, competencies & attributes

- Clearly understands the role, objectives, and targets and how they fit into the work of the wider organisation
- Understanding and/or experience of risk management and compliance in a non-government organisation
- Experience of project management, working to multiple deadlines, with attention to detail and accuracy
- Strong analytical and organisational skills and the ability to prioritise multiple tasks
- Excellent problem-solving skills and the ability to think proactively
- Researches thoroughly, consulting appropriately to gather all information applicable to policy development, service development and legislation in a charity/youth service provision
- Excellent interpersonal and communication skills, both written and verbal
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other relevant IT systems
- Experience of developing and maintaining accurate paper and electronic record systems, capable of information retrieval, analysis and dissemination as required
- The ability to work independently and as part of a team
- A positive attitude and a willingness to learn
- Must be flexible and prepared to work outside normal office hours as required
- Has the ability to think logically, use initiative and work with minimum supervision
- Through leading by example, fosters high standards of ethics and integrity
- Ability to adapt to a fast-paced and dynamic work environment.