



**Role Description:** YWCA Ireland Deputy General Secretary

**Job Title:** Deputy General Secretary

**Reporting to:** National General Secretary

**Hours:** 20 hours per week

**Salary Scale:** €38,000 - €42,000 (pro rata)

---

### **Organisational Overview**

YWCA Ireland (Young Women's Christian Association of Ireland) is a national membership women's association that aims to empower young women in their leadership, Christian faith and human rights. The association is a registered charity in the Republic of Ireland and is affiliated to the World YWCA movement.

### **Job Summary**

The Deputy General Secretary will work closely with the YWCA Ireland national board and General Secretary. Reporting to the General Secretary the post holder will be responsible for oversight of all aspects of YWCA Ireland's business development, property management and financial reporting. This is a senior management role based in the YWCA Ireland national office in Dublin city.

### **Key Responsibilities**

The post holder will be responsible for:

1. Oversight and consolidation of financial planning and budget control of existing resources including YWCA Ireland's investment portfolio;
2. Consolidating a business plan to supplement YWCA Ireland's strategic plan;
3. Providing support for YWCA Managers in developing annual and operational plans and business plans, in line with YWCA Ireland's mission and ethos;
4. Oversight of the annual audit;
5. Coordinating, inputting to and providing administrative support for quarterly meetings with the Treasurer and Finance Committee;
6. Preparation of financial reports for board meetings and Trust Corporation meetings. Attending board and Trust Corporation meetings as required;
7. Preparation of quarterly risk assessments;
8. Oversight of YWCA Ireland's health and safety, insurance and data protection responsibilities;
9. Oversight of planning applications, sale/purchase of property, property upgrading and tenancies;

## **Other Duties**

10. Support the General Secretary in the overseeing and management of HR matters;
11. Support the General Secretary in the development and promotion of YWCA Ireland's Christian ethos;
12. Represent YWCA Ireland in key forums within the not for profit, faith, community and youth sectors as required;
13. Responsibility for the administrative operations of the YWCA national office;
14. Others duties as assigned.

## **Scope**

The YWCA Ireland national office is located at 64 Lower Baggot Street, Dublin 2. The association has 4 multi - disciplinary sites across the Republic of Ireland and 2 affiliate associations in Northern Ireland.

The post holder will be expected to travel extensively throughout the Republic of Ireland and Northern Ireland. The post may require occasional international travel.

The post holder will be expected to attend meetings outside of normal working hours, including weekends, on a regular basis.

## **Essential**

- Third level qualification in Business Management, Finance, Accountancy or a related field or 3 years leadership experience at a senior management level including financial management responsibilities;
- Knowledge of charity law, governance and financial regulation for non-profits in the Republic of Ireland;
- Experience in and understanding of the community and voluntary, youth and faith sectors in the Republic of Ireland;
- IT skills including a strong competency in Microsoft Office programmes and Google docs, sheets and slides. The post holder will be required to use online communication systems such as Skype and Google Hangouts on a regular basis;
- Ability and desire to promote YWCA Ireland's Christian ethos. This may involve leading and participating in non-denominational acts of worship;
- Ability and desire to promote YWCA Ireland's vision to empower young women in their leadership. This will require the post holder to advocate for young women's voices to be represented, heard and respected in key forums.
- Strong interpersonal skills and proven ability to develop effective working relationships with a range of stakeholders;
- Excellent communication skills, written and verbal, including presentation and public speaking skills;
- Ability to work on own initiative, flexibility and a team player;
- A full driving licence.

## **Desirable**

- Knowledge or previous experience of the YWCA movement in Ireland and worldwide;
- Proven ability to write funding applications and knowledge of potential funding opportunities for non-profits;
- Previous experience of overseeing and managing HR matters.

## **Application details**

To apply for the position of **Deputy General Secretary** please send the following **PDF** documents by email to [audrey@ywca.ie](mailto:audrey@ywca.ie)

1. Cover letter outlining your suitability for the post and reasons for applying. Please include a contact number and email address.
2. Full CV

Applications should be addressed to Audrey Wilson, General Secretary.

**Closing Date:** Friday, 2<sup>nd</sup> March 2018 at 5pm

**Interviews will take place the week beginning the 12th March 2018.**