



Title of Position:	Risk and Assurance Manager
Responsible to:	Trustees of Kildare Ministries
Direct Report:	Executive Director of Kildare Ministries
Hours of Work:	3 days per week (FTE 0.6)
Condition:	Fixed-term Appointment of 2 years
Rate of Pay:	TBA

Position Overview

The Risk and Assurance Manager plays a critical role in supporting the Trustees of Kildare Ministries (TKM) by leading enterprise risk management initiatives and fostering a proactive risk and assurance culture across all ministries.

As a member of the Mission and Ministry Team, based at the Kildare Ministries Office, the Risk and Assurance Manager contributes to the support of Kildare Ministries' ten schools and three community works. This office provides formation, coordination, and governance support through workshops, network meetings, and strategic initiatives, including risk and assurance functions. The team also assists Boards and Audit and Risk Committees to ensure strong and effective governance practices.

The Risk and Assurance Manager is responsible for the development, implementation and refinement of Kildare Ministries' enterprise risk management strategy. This includes business continuity planning, insurance and claims management, quality assurance, and internal audit frameworks. Working collaboratively with the Mission and Ministry Team and ministry leaders, the Risk and Assurance Manager ensures operational resilience is embedded and that legal, regulatory, and policy obligations are consistently met. The role also involves identifying opportunities for continuous improvement in systems and practices to enhance organisational effectiveness.

While formally reporting to the Executive Director (ED), the role requires close collaboration with the Chief Financial Officer (CFO) and the Executive Officer (EO) of Kildare Education Ministries (KEM), as well as strong working relationships with the KEM Compliance and Administration Officer (CAO) and ministry-based personnel.

Guided by the strategic direction of TKM and informed by the priorities of the ED, CFO, and KEM EO, this role is pivotal in strengthening governance and assurance frameworks and in enabling the mission of Kildare Ministries to thrive.

Purpose

This is a broad role with responsibilities across several key areas:

- **Enterprise risk management** – Implement and refine a framework that supports risk-informed decision-making across the organisation.
- **Business continuity** – Maintain and enhance plans to ensure key activities can continue or be restored following disruption.
- **Corporate assurance** – Apply the three lines of defence model, manage the internal audit program, and maintain the incident register.

- **Critical incident management** – Develop and support processes for responding effectively to significant adverse events.
 - **Organisational resilience** – Strengthen the organisation’s ability to adapt and respond through policy development, capability building and transformation planning.
-

Responsibilities and Duties

The following tasks are indicative and may evolve over time to reflect the organisation’s needs:

- **Stakeholder management:** Build and maintain strong working relationships with the Executive Director, Executive Officer, College Principals, and governance bodies such as Audit and Risk Committees and Boards.
- **Strategy development:** Lead the development, implementation and refinement of an overarching risk and resilience strategy in collaboration with key stakeholders.
- **Frameworks:** Support the design and maintenance of risk, assurance, incident, and continuity frameworks, including relevant tools, processes and policies.
- **Reporting:** Provide accurate and timely risk, quality and compliance reports and expert advice to senior stakeholders.
- **Audits:** Manage the relationship with TKM’s internal audit provider and ensure delivery of the annual audit plan. Support stakeholders in addressing audit findings.
- **ICT and disaster recovery:** Work with ICT leaders in ministries to assess disaster recovery plans and ensure critical risks are identified, understood, and managed.
- **Continuous improvement:** Promote innovation, process improvement and systems optimisation that support resilience and performance across ministries.
- **People management:**
 - Provide functional leadership to college-based Risk and Assurance staff.
 - Support professional growth through coaching and development.

Kildare Ministries

The following tasks relate specifically to Kildare Ministries:

- In collaboration with the Executive Director and Chair prepare meeting agendas and papers for the TKM Policy and Governance Committee and TKM Safeguarding Committee and attend all meetings.
- Prepare papers for meetings of the Trustees, their subcommittees and Kildare Ministries Networks as required.
- Monitor and report as appropriate on the enterprise level Risk Appetite Statement, Risk Register and Risk Management Policy.
- Be responsible for the development and regular review of TKM policies and procedures and support their implementation.
- Assist the Executive Director with the induction of Board Directors, Principals and Leaders as required.
- In collaboration with the Executive Director, manage the Annual Assurance and Attestation process and Annual Safeguarding Report process.
- Complete the Risk Assessment and compile relevant documentation, in consultation with the Mission Leader, for student programs led by Kildare Ministries.

Kildare Education Ministries

The following tasks relate specifically to Kildare Education Ministries:

- Support the Chair of the KEM Risk and Assurance Committee Chair and the EO in the preparation of meeting agenda and papers and to actively participate in all meetings.
- Lead the KEM Risk and Assurance Coordinators' network, preparing agenda and papers and chairing meetings, with the support of the KEM EO and KEM CAO.
- Assist the KEM EO with projects and initiatives to enhance the risk maturity of KEM and its schools.
- On request, to provide information and presentations to the KEM Board, KEM Principals and KEM Board committees related to risk management, compliance and assurance.
- Review the information from the annual risk assurance surveys from the seven KEM schools, with the help of the KEM CAO, providing advice to schools and a summative report to the Board.
- Support KEM Principals and Risk and Assurance Coordinators with risk management in KEM schools, providing advice and practical help in the implementation of the Risk Management Policy, Risk Management Framework and their associated requirements and processes.
- Support the KEM CAO in their work, providing advice and coaching.

Qualifications and Experience

- Successful completion of a recognised tertiary course, preferably in risk management and assurance.
- Extensive experience in enterprise risk management, assurance, or compliance roles in complex organisations, preferably in education or not-for-profit sectors.
- Knowledge of ISO 31000:2018 Risk Management Guidelines.
- Understanding of the legislative and regulatory environment for schools.
- Significant experience in partnering multiple stakeholders at Executive, Committee and operational levels including influencing senior leaders for engagement and commitment.

Skills and Attributes

- Strategic thinker with strong analytical and problem-solving capabilities.
- Exceptional verbal and written communication, including high-level report writing.
- Highly organised and self-directed, with the ability to manage competing priorities.
- Commitment to the mission, values and Catholic ethos of Kildare Ministries.
- Strong interpersonal skills with a welcoming, respectful, and collaborative approach.
- Commitment to confidentiality, discretion, and ethical conduct.
- Proficiency in Microsoft Office suite

Other Requirements

- Current Working with Children Check and willingness to obtain a National Police Certificate.
- Current Driver's Licence.