ROLE DESCRIPTION & APPLICATION INFORMATION

Role Title:	People & Governance Officer
Reporting to:	Director
Location:	Ennis, Co. Clare
Job Type:	Full-time

glór Vision and Mission
glór will be a place of possibility and potential where people are inspired, empowered and entertained.

We will do this by:

- Sharing the diverse voices of artists and audiences, nurturing creativity and belonging.
- Celebrating the artistic traditions and culture that define our wider Clare community.
- Enriching the lives of those we work with and serve.

glór Values

- Courage: We embrace bold decisions and innovative approaches.
- Respect: We value diverse perspectives and foster a feeling of belonging.
- Integrity: We are honest, own our responsibilities and ensure our actions align with our words.
- Resilience: We respond to challenges and maintain a commitment to progress.
- Collaboration: We work together to make great things happen.

glór History
glór first opened in 2001 as a centre primarily dedicated to the promotion of traditional arts. It quickly expanded to become a multi-disciplinary venue and gallery and, over the past 24 years, has firmly established itself as an integral part of the national and local cultural landscape.

glór is housed in an award-winning building and has a capacity of 485 seats. In 2024, Clare's new County Library and Gallery opened adjoining glór, creating an exciting cultural complex that strengthens Clare's reputation as a cultural centre and supports economic and social activity in Ennis.

Purpose of the Role
glór wishes to recruit a People and Governance Officer to manage and develop key organisational functions that support the effective running of glór, with responsibility for the administration and coordination of people and HR processes, governance, corporate and regulatory compliance, risk and organisational systems.
Working closely with the Director and across the organisation, the post-holder will play a key role in ensuring that glór maintains robust, effective and compliant internal systems and processes, with particular responsibility for ensuring that key organisational, governance and people processes are effectively administered, monitored and followed through.
The role will also contribute to organisational planning and development, support key programme and contract administration and contribute to agreed areas of marketing activity.

Role and Responsibilities Outline

Organisational Systems

- Lead the review and continuous improvement of organisational and administrative systems across glór, identifying opportunities to strengthen controls, improve efficiency, streamline processes and reduce duplication.
- Coordinate and maintain effective procurement and purchasing systems, purchase orders, supplier and service contracts, subscriptions, renewals and associated organisational records.
- Maintain oversight of key organisational deadlines, reporting requirements and compliance actions, working across the team to ensure responsibilities are understood and completed on time.
- Develop, document and maintain clear organisational procedures and standard operating procedures (SOPs), supporting their consistent implementation across the organisation.

People

- Manage glór's HR administration, ensuring personnel records, employment documentation and HR systems are accurate, confidential and up to date.
- Manage the administration of recruitment, onboarding, induction, probation and performance review processes, ensuring documentation, deadlines and follow-up actions are completed.
- Maintain glór's HR policy framework, coordinating policy reviews and updates with the Director and external HR advisers as appropriate.
- Maintain the organisational training matrix and staff training records, coordinating training, certification and renewals as required.
- Provide administrative support for employee relations processes as required, ensuring appropriate documentation and records are maintained.

Governance, risk and corporate

- Take responsibility for the effective administration of glór's governance framework, managing the annual governance calendar and ensuring Board, subcommittee and AGM requirements are planned and delivered effectively.
- Coordinate Board and subcommittee meetings, including preparation and circulation of papers, minute-taking, maintenance of records and oversight of agreed actions.
- Coordinate and maintain glór's corporate and regulatory compliance processes, including governance records and registers, the annual Charities Governance Code compliance process and statutory returns.
- Coordinate glór's organisational risk management processes, maintaining the risk framework and ensuring scheduled reviews, reporting and agreed mitigation actions are progressed.
- Coordinate preparation for external audits, governance reviews and other organisational reviews, working across the organisation to ensure required information is available and resulting actions are implemented.
- Monitor relevant governance, regulatory and compliance requirements and bring emerging issues, deadlines or areas requiring action to the attention of the Director.

Programme & Communications

- Manage programme and contract administration, including artist and promoter contracts, programme records and artist travel and accommodation.
- Support agreed areas of glór's marketing activity, working with the Engagement Manager and wider team.
- Undertake other duties appropriate to the nature and level of the role.

Person Specification

Essential

- At least three years' relevant experience in HR administration, governance, corporate services, organisational administration or a comparable role.
- Demonstrable experience of taking responsibility for organisational processes or systems across areas such as HR, governance, compliance, risk, procurement or corporate administration.
- Strong understanding of good governance, organisational compliance and effective administrative controls, with the judgement to identify issues requiring attention or escalation.

- Proven ability to manage multiple areas of responsibility independently, prioritise effectively and ensure work is followed through to completion.
- Excellent organisational, written and verbal communication skills, with strong attention to detail and the ability to prepare high-quality organisational and governance documentation.
- Strong IT skills, including Microsoft Office, and confidence using digital systems.
- A high level of discretion and professionalism in handling confidential and sensitive information.
- Proactive, practical and solutions-focused, with the confidence to work independently and collaboratively across the organisation and with senior colleagues, Board members and external advisers.

Desirable

- Experience within a charity, public body, arts organisation or other regulated/not-for-profit environment.
- Experience of Board administration, HR processes, procurement, contracts and/or organisational compliance.
- An interest in and understanding of the arts and culture sector.

Terms and Conditions

Hours:

- Full-time role working mainly Monday to Friday. Some weekend and occasional evening work may be required.
- The normal working schedule will be agreed with the successful candidate and will primarily fall within office hours.
- The role is offered as an initial 1-year fixed-term contract including a six-month probationary period.

Salary:

- €35k - €45k per annum, with flexibility for candidates bringing significant directly relevant experience.

Application Process

To apply, please submit your Curriculum Vitae, maximum three pages, and a one-page supporting letter outlining how you meet the role requirements, with examples of your experience.

Applications should be sent directly by email to admin@glor.ie, clearly referencing "**People and Governance Officer Application"** in the subject title.

Closing date for receipt of applications is **Monday 16th November 2026 by 12 noon**.
Interviews will take place at glór on the morning of Tuesday 24th November.

Preferred Start Date:

- Early 2027, or as soon as practicable thereafter.

This is a key role within glór for an experienced, highly organised and proactive individual who enjoys bringing structure to complex work, improving systems and helping an ambitious cultural organisation operate to a high standard. If this sounds like you, we encourage you to apply.

Recruitment Statement

glór is an equal opportunity, inclusive employer and welcomes applicants from all sections of our community. Inclusion, equity, diversity and access is a key part of our ethos. We will not discriminate against an applicant (internal or external) based on their gender, age, race, religion, marital status, sexual orientation, disability, membership of the Travelling community, or family status.
We appreciate that people have varying needs and encourage applicants and interviewees to let us know what arrangements and format they may prefer.
If you have a disability and require any accommodation/s, during the recruitment process, including the application itself, please let us know in advance and we will be happy to assist.