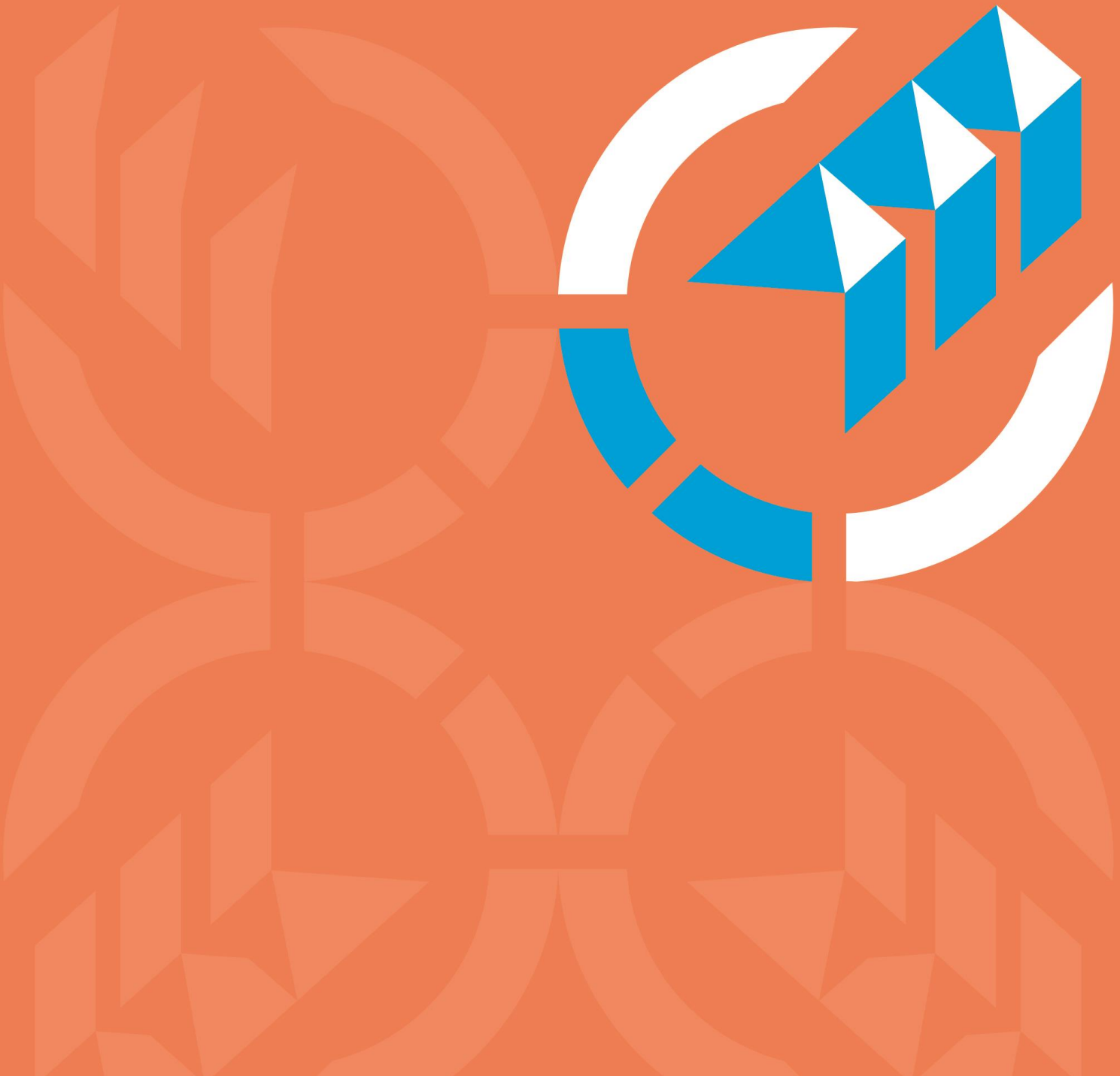


Corporate Services Manager

Candidate pack | November 2025





**North & East
Housing Association**

Building & Supporting Communities

Contents

Welcome to our organisation	3
About NEHA	4
Role profile	5
Person specification	7
Our structure	9
Key terms & conditions	10
How to apply and key dates	12





North & East
Housing Association

Building & Supporting Communities

Welcome to our organisation

I am so pleased you are taking a closer look at this opportunity to join North and East Housing Association (NEHA).

The Corporate Services Manager is a new position and will join the existing Corporate Services Team ensuring the effective delivery of governance, compliance, HR, and office support functions

NEHA is a special place. We are very much rooted in our community and have always taken a tenant-centred approach. It is one of our values and as such, it runs through all that we do.

We will value the skills and experience you will bring to this role. Your creativity and insights will help us to review, and re-set as needed. You will be part of a small executive team that shares collective responsibility for shaping our strategic direction and ensuring we are well positioned for the journey ahead.

Our legacy of some thirty years is anchored in a commitment to ensure that our tenants live in homes and communities to be proud of. Our future is about considering both proven and innovative approaches that are in the interests of our tenants. I hope you will read on to find out more about this unique leadership opportunity to be a part of our future.

Kind regards

Vincent

Vincent Keenan | Chief Executive



North & East
Housing Association

Building & Supporting Communities

About NEHA

NEHA exists to provide high quality, secure and affordable housing, appropriate to the needs of families and individuals in the northern and eastern regions of Ireland.

We support thriving communities through quality housing and continuing support for our tenants. We are a values-based organisation and a not-for-profit business with social objectives, which means that all our resources are reinvested in providing homes for those in need of housing.

We have 759 homes and provide housing management and tenant support services to tenants in twenty-six locations across eleven local authority jurisdictions. NEHA is primarily a general needs Approved Housing Body (AHB); however it also provides housing services with partners that focus on housing for people with specific needs.

Our vision is to create vibrant, thriving communities by providing high quality and secure housing appropriate to the needs of families and individuals.

Our purpose is to provide sustainable quality homes and support the development of integrated and inclusive communities. We aim to create housing that allows individuals and families of diverse backgrounds to live and thrive together. We are committed to building and providing more homes to meet ongoing housing needs in collaboration with all our partners.

Our vision and purpose is underpinned by four values:-

RESPECT

- Treat everyone equally with respect and dignity.
Embrace and value different views.
- Show empathy and understanding of others.

TRUST

- Act with integrity and honesty.
- Dependable and consistent in actions.
- Uphold high standards of governance.

TENANT-CENTRED

- Communicate clearly and respectfully, ensuring tenants' voices are heard.
- Provide maintenance and management for our tenants' homes with a focus on quality and sustainability.

COLLABORATIVE

- Working collaboratively with stakeholders to deliver on the purpose of the organisation.
- Partner with local authorities, government agencies and departments, other AHBs and housing providers to achieve our growth ambition.
- Work with other AHBs of a similar size to seek to develop, and potentially amalgamate, to evolve and grow to create an AHB that can deliver at significant scale.



Role profile

Principal Objective of Position:

The Corporate Services Manager will lead the Corporate Services team, ensuring the effective delivery of governance, compliance, HR, and office support functions. The post holder will be a key member of the management team, driving high standards of governance and compliance across the organisation, while enabling the team to deliver efficient and high-quality support services.

This role requires strong leadership skills and a proven ability to embed best practice in governance and compliance, ensuring the organisation meets its obligations and operates with transparency, accountability, and integrity.

Responsibilities:

Core Responsibilities and Duties:

Leadership & Team Management

- Lead and manage the Corporate Services team, ensuring clear objectives, performance management, and professional development.
- Promote a culture of accountability, collaboration, and continuous improvement.
- Oversee the delivery of HR and office administration functions to support organisational effectiveness.

Governance & Compliance

- Ensure compliance with the AHBRA Standards for AHBs, the Charities Regulator, CRO, Data Protection Commission, HSA, and all other statutory and regulatory requirements.
- Lead the development, implementation, and monitoring of governance frameworks, policies, and procedures.
- Ensure effective support to the Board and Committees, including board recruitment and the preparation and circulation of high-quality agendas, papers, minutes, and action tracking.
- Maintain and monitor registers and records, ensuring accuracy and timely reporting.
- Provide training, induction, guidance, and advice to Board members and staff on governance responsibilities and best practice.



- Keep abreast of legislative and regulatory changes, advising the Executive and Board on implications and required actions.

Corporate Services Delivery

- Oversee HR processes, including policy development, compliance with employment law, and employee relations.
- Ensure office facilities and administration support the needs of a growing organisation.
- Lead cross-functional projects that improve efficiency and service delivery.



Person specification

Qualifications, experience and knowledge

Qualifications & Experience

- Degree-level qualification in governance, law, business, or related field (or equivalent experience).
- Professional governance or compliance qualification (e.g., ICSA/Chartered Governance Institute, compliance diploma) desirable.
- Minimum 5 years' experience in governance, compliance, or corporate services management.
- Proven experience managing and developing teams.
- Strong knowledge of Irish corporate governance, housing regulation, and charity regulation.
- Experience supporting Boards and senior leadership in a regulated or not-for-profit environment.

Skills and abilities

- Strong leadership and people management skills.
- Excellent understanding of governance frameworks, regulatory compliance, and best practice in the not-for-profit/regulated sector.
- Strong organisational and analytical skills.
- High attention to detail with excellent written and verbal communication.
- Ability to work collaboratively with senior management, Board members, regulators, and staff.
- Commitment to the mission and values of North & East Housing Association.



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Competencies

Competencies:

Governance & Compliance Expertise

Strategic Leadership

Communication & Influencing

Planning & Organisation

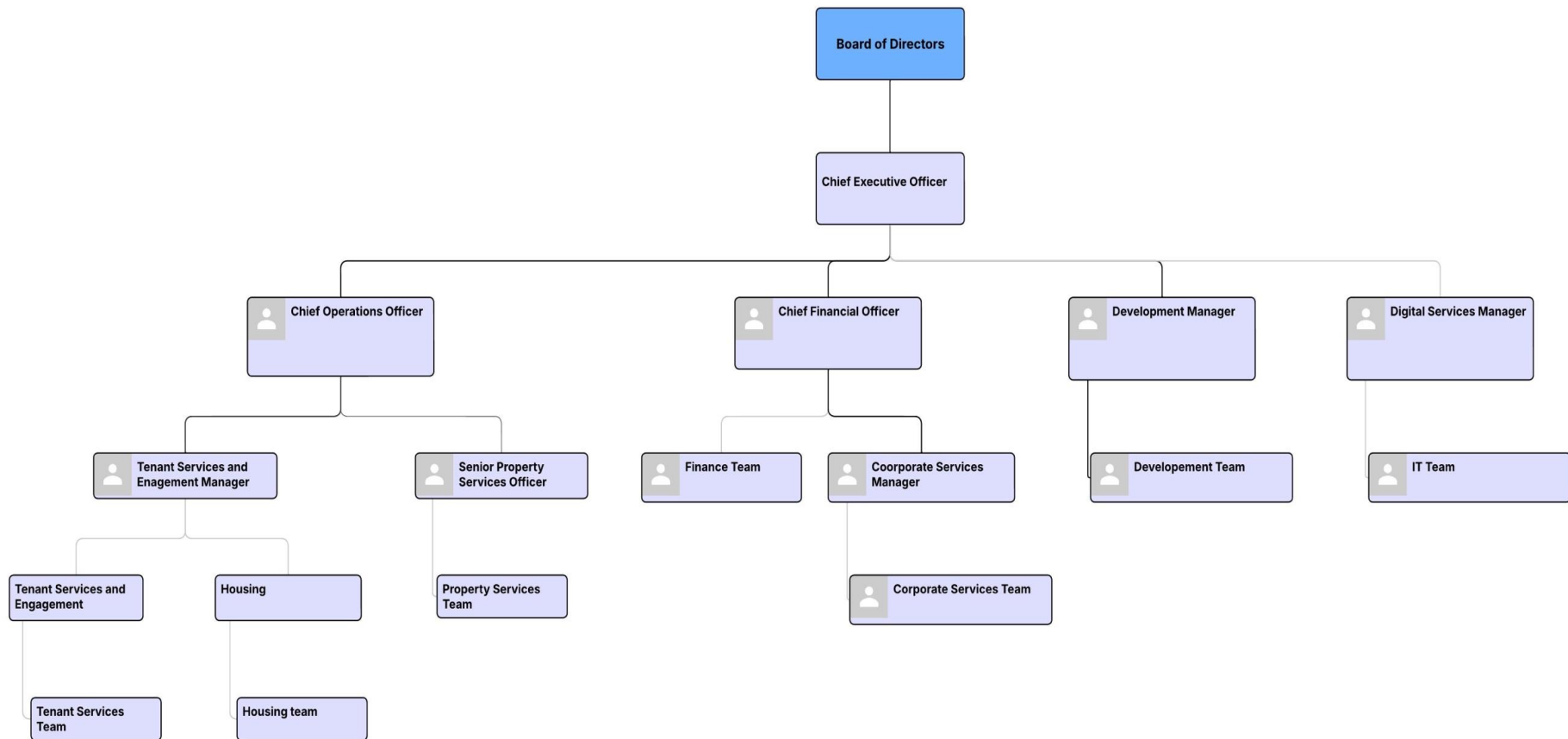
People Management & Development

Ethical Judgement & Integrity

Analytical Thinking & Problem Solving

Collaboration & Relationship Building

Our structure



Key terms & conditions

Salary:

The salary range for the post is €63,813 - €85,759, depending upon experience.

Location:

The head office and main location for this role is in Blanchardstown, D15.

Hybrid working is possible after completion of first three months of service. But visibility in this leadership role remains key and the postholder is expected to manage their office presence accordingly.

Additional benefits:

- CIH membership and professional body fees
- Free parking at NEHA offices
- 25 days annual leave
- Company additional days
- Individual training & development programme
- Employee assistance programme
- PRSA pension scheme



Probation and notice period:

The probation period is 6 months.

Notice period after that is 3 months.

- Enhanced maternity & paternity benefit
- Travel & subsistence allowance
- Death in service benefit.

How to apply and key dates

To apply for this role:

Please send your CV and supporting statement to:

j.martyn@neha.ie

Key dates:

Closes: Wednesday 26th November 2025 @ 5:00 pm

Queries:

If you have any queries, please email j.martyn@neha.ie



North & East
Housing Association

Building & Supporting Communities

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