

TRUSTEE AND SUBCOMMITTEE

Recruitment Pack - October 2025



Outhouse
LGBTQ+ CENTRE

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Welcome from the Chairperson

Dear Applicant,

Thank you for your interest in becoming a volunteer Trustee or Subcommittee member of Outhouse LGBTQ+ Centre. This recruitment pack is designed to help you understand the purpose of the Board and its Subcommittees and how you can contribute to our mission.

Our Board and Leadership Team are united in their passion for advancing the wellbeing of the LGBTQ+ community and creating a world where all LGBTQ+ people are safe, seen, and celebrated.

We are seeking committed individuals who share our [values](#) and passion for our mission and bring professional expertise in wide range of areas such as:

- property development and planning,
- architecture and conservation,
- human resources and volunteer management,
- finance, accounting, audit, and risk management,
- communications, marketing, and public relations,
- health, social care, and community development,
- access and universal design, and
- monitoring, evaluation, and learning.

We strongly encourage and welcome applications from people of all identities and backgrounds and are particularly interested in applications from individuals who are transgender, non-binary, disabled, from minority ethnic backgrounds, recovering from addiction and those who have had contact with the criminal justice system.

If you are interested, please read on for details of the roles and how to apply.

Le Bród,

Séamus McManus (he/him)
Chairperson of the Board

About Outhouse

Founded in 1996, Outhouse LGBTQ+ Centre is a safe space for LGBTQ+ people, communities, and organisations.

Our Vision, Mission, and Values

Our vision is a future where LGBTQ+ people are safe, seen, and celebrated.

Our mission is to improve the quality of life for LGBTQ+ people by providing a safe space to find:

- **Connection** – discovering themselves, their people, place, and passions
- **Community Support** – accessing information, programmes, and services
- **Culture** – experiencing creativity, heritage, discovery, and fun
- **Campaigns** – being part of a strong, credible, and trusted voice for LGBTQ+ communities

Our [values](#) are trust, respect, joy, inclusivity, and impact, guided by a commitment to [equity](#) and [intersectionality](#).

Outhouse's Charitable Purpose

The main objects for which the Company is established are:

- 1.1 to establish, operate and provide or secure the establishment, operation and provision of a community and resource centre to promote social inclusion of members of the LGBTQ+ people and those who identify with or support such people;
- 1.2 to provide information, programmes and services on a non-directional basis concerning physical or mental health and well-being, personal development or disadvantaged and marginalised groups and other services sought or required by the LGBTQ+ community;
- 1.3 to provide for the relief of poverty or economic hardship for marginalised sections of the community by providing venues for meetings of groups, individuals, facilitators and counsellors and by providing beverages and snacks to disadvantaged members of the community, in each case, without a requirement to generate a financial return for the Company;

- 1.4 to advance cultural and heritage events, seminars, workshops, exhibitions, lectures, courses and conferences and other facilities on issues relating to sexuality, sexual orientation, identity and gender expression or the LGBTQ+ community; and
- 1.5 to advance the well-being of the community at large by promoting public understanding and awareness of the rights of and issues affecting LGBTQ+ people through the provision of education and information services about LGBTQ+ people for the general public from the aforementioned centre.

Our Future Plans

Space for All is [Outhouse's five-year strategic plan \(2023-2027\)](#). It sets out our vision of a future where LGBTQ+ people are safe, seen, and celebrated. The plan focuses on community connection, support, culture, and advocacy, underpinned by our values of trust, respect, joy, inclusivity, and impact. The board has recently concluded a mid-term review of the strategic plan.

Current Opportunities Available

Board of Trustees

The role of the Board of Trustees is to oversee the business of the Charity as per its constitution. The Board is the organisation's policy body that sets the checks and balances, and both individually and collectively, it is the Board members that have ultimate responsibility for the organisation.

There are two fundamental parts to the role of the Board of Outhouse firstly, to lead and secondly, to control the organisation as follows:

- Provide and build leadership
- To set the mission and purpose of the organisation and champion the attainment of its charitable objectives
- To strengthen and uphold the image of the organisation
- To improve the effectiveness of the Board and its appointed officers
- To develop and monitor the implementation of the strategic plan in consultation with stakeholders, including the LGBTQ+ community, volunteers, and staff
- To secure the necessary resources for the effective implementation of the strategic plan
- To meet all the legal obligations placed on the organisation

- To be accountable to other stakeholders (funders, members, the LGBTQ+ community, staff, and the public) for their stewardship of the organisation
- To promote and advance diversity, equity, and inclusion in the work and mission of the organisation
- To support and monitor the performance of the CEO through an annual performance review
- To support the CEO and the staff team in their roles in running the organisation on a day-to-day basis
- To actively participate in advancing the mission of the organisation through the sharing of experience and networks

The Role of Individual Board Members / Trustees

Board members should contribute appropriately and effectively at Board meetings. No individual Board member (including the Chair) should dominate debates or exercise an undue influence on decision-making.

Board members should support the Chair in their efforts to conduct Board business efficiently and effectively. However, Board members should not hesitate to challenge the Chair if they feel that a decision has been taken without a full and proper debate or is illegal or ultra vires.

Board members are expected to bring their resources and expertise to bear on the attainment of the organisation's vision and mission while respecting its values.

The Board members:

- may be asked to represent Outhouse on committees, at events, or on State or other boards;
- are required to publicly support the policy positions and services developed and provided by Outhouse;
- shall act as ambassadors for the organisation as required by the CEO or Chair;
- may seek any support or advice from the CEO/ Staff through the CEO and copying the Chair into that communication.

Knowledge, Skills, and Experience

We are seeking people with the following skills:

- Strategic thinking and planning
- A team player with strong interpersonal and communications skills
- Committed to diversity, equity, and inclusion of all LGBTQ+ people

Experience in one or more of the following:

- Strategic communications, marketing, and public relations
- Health, social care, and community development
- Monitoring, evaluation, and learning.

Desirable:

- Knowledge of the functioning of the third/charitable sector
- Prior experience serving on the Board of a registered Charity
- Knowledge of LGBTQ+ identities and lived experience

HR & Nominations Committee

The HR & Nominations Committee supports the Board in fulfilling its responsibilities for people, culture, and governance. It provides oversight of human resources policies and practices, ensures the organisation upholds its values in how we support staff and volunteers, and advises on succession planning, trustee recruitment, and Board composition. The committee also plays a key role in ensuring that Outhouse maintains a strong, skilled, and diverse leadership team at Board and staff level.

Knowledge, Skills, and Experience

We are seeking individuals with expertise in one or more of the following areas:

- Human resources and organisational development
- Recruitment, succession planning, and workforce planning
- Equality, diversity, and inclusion practices
- Governance and trustee recruitment
- Employee wellbeing, conflict resolution, or staff engagement

Knowledge of the LGBTQ+ community, lived experience, or involvement in community organisations is desirable but not essential.

Infrastructure Committee

The purpose of the committee is to support the Board by:

- Advising on short- and long-term premises needs for Outhouse and the wider LGBTQ+ community.
- Guiding strategy for improvements to 105 Capel Street.

- Oversee feasibility studies, access audits, planning and engagement processes.
- Advising on property development opportunities, risks, and financing options.
- Supporting communications and engagement with stakeholders, funders, and the wider community.

This work will influence not only the future of Outhouse but the wider LGBTQ+ movement in Ireland and it is envisaged that the committee will refine its detailed Terms of Reference at its first meetings for the Board's consideration and approval.

Background to the Committee's Formation

In 2023, Outhouse published its five-year strategic plan *Space for All*. As part of this process, a detailed architectural challenge and analysis of our home at 105 Capel Street was completed. The analysis confirmed that while our building is a much-loved cultural and community asset, it is not fully fit for purpose. It lacks universal access, has capacity constraints, and cannot meet the growing and diverse needs of the LGBTQ+ community.

The report recommended a phased pathway for action, including:

- A Building Improvement and Accessibility Plan to deliver short-term interventions and universal access to the ground floor and basement.
- A Feasibility Study to explore medium- and long-term options for LGBTQ+ community infrastructure in Dublin, including redevelopment of 105 Capel Street or consideration of alternative sites.
- Longer-term implementation and delivery plans to secure the capital investment required.

Since then, Outhouse has:

- Held town hall meetings with LGBTQ+ people with access needs and with those from intersecting communities to ensure meaningful consultation.
- Built strong partnerships with Dublin City Council, central government, and peer LGBTQ+ organisations, who support a deeper exploration of community space and infrastructure needs.
- Secured commitment from Dublin City Council to support feasibility studies examining both short-term accessibility upgrades at 105 Capel Street and the broader long-term space needs of the community.

The Infrastructure Committee is being established to support and oversee these processes. Its role is to advise the Board on key strategic choices, ensure consultation is inclusive and effective, and help guide Outhouse and the wider LGBTQ+ community toward a sustainable, accessible, and collaborative future.

Knowledge, Skills, and Experience

We are looking for people with experience in one or more of the following areas:

- Property development, architecture, or planning
- Building conservation
- Project management
- Legal or regulatory expertise (planning and property law)
- Fundraising and capital campaign planning
- Communications, public engagement, or stakeholder relations
- Accessibility and universal design
- Community development
- Finance and risk management for capital projects

Knowledge of the LGBTQ+ community, lived experience, or involvement in community initiatives is desirable but not essential.

Finance, Audit, Risk, and Governance Committee

The Finance, Audit, Risk, and Governance (FARG) Committee supports the Board in discharging its responsibilities for financial oversight, risk management, audit, and governance. The committee ensures that Outhouse operates with strong systems of accountability and transparency, enabling the organisation to deliver on its mission effectively and sustainably.

The committee's work includes:

- Monitoring the organisation's financial health, budgets, and fundraising performance.
- Reviewing the effectiveness of internal controls, reporting, and compliance with charity law and accounting standards.
- Overseeing external audits and ensuring audit recommendations are acted upon.
- Monitoring and reviewing organisational risks through the risk register.

- Advising on best practice in governance and the development of governance policies.

Knowledge, Skills, and Experience

We are seeking people with expertise in one or more of the following areas:

- Accounting, audit, or financial management.
- Legal, regulatory, or compliance knowledge.
- Risk management and internal controls.
- Governance and board oversight in the charity, public, or corporate sectors.
- IT, digital, or data risk management.
- Prior experience serving on a finance, audit, or risk committee.
- Knowledge of the charitable sector and the challenges facing LGBTQ+ organisations.
- Knowledge of LGBTQ+ identities and lived experience.

Knowledge of the LGBTQ+ community, lived experience, or involvement in community initiatives is desirable but not essential.

Composition of the Board & Committees

The Board

The Board of Trustees (Board) of Outhouse Limited is a body of elected or appointed individuals (Board Members) who jointly oversee the organisation's activities. The Board shall contain a minimum of four and a maximum of thirteen Directors.

Subcommittees

- Between 4 and 8 members, depending on the committee, including at least two current trustees of Outhouse.
- Members are appointed by the Board of Trustees.
- Senior staff attend committee meetings in a nonvoting capacity to support and resource the work of the committee.

Time Commitment

Trustees

Board meetings take place approximately every 6 weeks; currently, they are hybrid meetings. Ordinarily, in-person meetings are held in Outhouse, 105 Capel Street, Dublin 1. Board members are expected to serve on at least one of the Board's subcommittees. The approximate commitment is 8 to 10 hours per month for board business, with an additional 3 to 4 hours per month for each committee the Trustee is a member of.

Committee members

Meetings will take place quarterly, with additional meetings as required during key project phases. The approximate commitment is 3 to 4 hours per month.

Remuneration / Expenses

These are voluntary positions. Travel expenses to/from meetings will be reimbursed according to Outhouse's expenses policy.

Application Process

Please submit your CV and cover letter through the online application portal located here: <https://outhouse.ie/governance-recruitment-2025/>

In your cover letter, tell us:

- Why you are interested in joining the board/ committee
- What skills, experience, or perspectives you can bring
- Any potential conflicts of interest (real or perceived)

The deadline for applications is 30 October 2025.

Who can apply?

To be a committee member, you must:

- not be disqualified from being either a Director of a Company or the Trustee of a Charity (i.e. a bankrupt or have a court order saying that you cannot be a Director of a Company or Trustee of a Charity). Further information is available from www.cro.ie and www.charitiesregulator.ie
- be 18 years or older.

What happens next?

The HR and Nominations Committee will consider all applications received and will shortlist applicants based on established criteria. Shortlisted candidates will then be contacted and invited to an informal interview.

Generally, those who have been selected for appointment to the board or a committee will participate in several meetings as invited guests or participants on a trial basis before formal appointment.

Have a question about the roles or process?

Informal inquiries to Oisín O'Reilly (he/him), CEO at ceo@outhouse.ie or on 01 873 4999

Other Information

Confidentiality

Due to the nature of this work, the post holder will often be a party to highly confidential and sensitive matters – they must therefore be committed and able to always maintain the highest standards of confidentiality.

Conflicts of Interest and Loyalty

A condition of taking up the voluntary role on the Board or a Committee will be to declare any conflicts of interest or loyalty per the charity's policies and to keep the CEO, Company Secretary, and Chair of the Board informed of any changes in your circumstances that might give rise to an actual or perceived conflict of interest or loyalty.

Non-Compete / Non-Solicitation

A condition of taking up this voluntary role on the Board/ Committee by the successful candidates will be to sign a restricted covenant commonly known as a non-compete and non-solicitation clause.

Data Protection and Privacy

The General Data Protection Regulation (GDPR) came into force on the 25th of May 2019, replacing the existing data protection framework under the EU Data Protection Directive. When you apply for a role with Outhouse, we create several paper and digital records in your name. Information submitted with a job/ volunteering application is used to process and assess your application. Where the services of a third party are used in processing your application, it may be required to provide them with information. However, all necessary precautions will be taken to ensure the security of your data. To access your data, please submit a request by email to privacy@outhouse.ie, ensuring that you describe the records you seek in the greatest possible detail to enable us to identify the relevant record(s).

Our [data protection policy](#) sets out information about a candidate's data held by Outhouse.

Misc.

Outhouse will not be responsible for refunding any expenses incurred by candidates.