

**Job Title:** Administrative Assistant

**Job Purpose:** The Administrative Assistant is responsible for supporting the effective running of the office and providing administrative support.

**Office**

- Ensure the office is checked on a weekly basis, routine tasks done [e.g. running the water, ensuring the plants are watered, electrics are checked in line with H&S etc].
- Oversee the management of the office phone system and direct calls if necessary; co-ordinate the post to and from the office and support relevant staff with large mailouts.
- Manage the purchase of office supplies and ensure cost efficiencies in office running costs and when working in the office, ensure the kitchen is kept clean and tidy.
- Manage building issues with the building manager and work with the Chief Executive to ensure that staff members are fully equipped in the office, at home, if required to work remotely.
- Meeting and greeting people attending the office. Setting up the meeting room and clearing up after the meeting.
- Manage the contract with the Alliance's IT provider.

**Administrative Support**

- Provide administrative support to the Chief Executive and other staff as designated by the Chief Executive.
- Provide administrative support on events including: Booking venues and/or organising zoom meetings for events; organising logistics for events (room set up, technical set up, welcoming and registration, refreshments, technical supports, liaising with speakers, sending event reminder).

**Human Resources**

- Organise staff huddles/meetings/trainings, organise appraisals meetings and ensure that all internal meeting co-ordination is effectively supported.
- Provide support to every new staff member on their induction, with direction from their line manager.
- Manage the online system for recording staff time on and off and support the recording the remote working of all staff; organise staff training/events.
- Co-ordinate the ergonomics and H&S of each staff member's workplace, both remote and in the office.
- Administrative support on recruitment and HR matters.

**Other**

- Act in accordance with the objectives and ethos of the Alliance.
- Participate in regular supervision with your line manager.
- Participate in team and staff meetings, service reviews/evaluations and contribute to the development of policy and practice within the organisation.
- Report any area of concern to your line manager in a timely manner.
- Show reasonable flexibility in relation to hours of work of attendance to meet the needs of the work. Work during unsocial hours may be required.
- Participate in and engage with a performance management programme.
- Identify training needs with your line manager and participate in training opportunities appropriate to the role.
- Be vigilant to any health and safety risks, data protection of child protection risks in the workplace and bring any concerns to designated officers and/or your line-manager.
- Participate in the efficient flow of information within the organisation by sharing and seeking information as appropriate.
- Undertake other duties as may be reasonably required from time-to-time.

#### 4. Person Specification

##### Experience Required:

- At least two years' relevant experience in an administration role.
- Practical experience and understanding of working with standard office-based software and office equipment.
- Two years in a customer/client service role in which answering queries and responding to requests was part of the daily work (desirable).

##### Skills Required:

- Ability to prioritise and multi-task.
- Excellent administrative and organisational skills.
- Professional and courteous manner on the phone.
- An exceptionally strong 'customer service' orientation.
- Ability to prioritise and manage time according to deadlines.
- Excellent attention to detail.
- Ability to foresee problems that might occur with an event or other set of plans and procedure and ability to proactively seek and implement solutions before problems arise.
- Good capability with excel spreadsheets and managing details and files that are numerical in focus.
- Must be capable of working as a team player, be highly motivated, enthusiastic and capable of using their initiative.
- Good written communication skills.

**Location:** The usual place of work will be the office based at 7 Red Cow Lane, Smithfield, Dublin 7 but in line with current government restrictions due to the Covid-19 pandemic the successful applicant may be expected to work remotely until the office reopens. The Alliance will ensure that the successful candidate is provided with the relevant tools to work remotely in compliance with health and safety legislation.

**Terms:** This is four days a week (28 hours) for one year with a six-month probationary period and a possibility of extension. The salary for this role is €30,000 (pro rata).

Other benefits include: 1.5% annual increase based on the successful completion of your annual appraisal; annual Leave of 22 days (pro rata) with additional day for every year worked up to 25 days (pro rata); closure of the office on Good Friday; the Alliance's TOIL policy applies to this position; Travel (bike-to-work schemes/tax saver commuter tickets) and access to the Alliance's Employment Assistance Programme.

**Applications:** Please send a cover letter and cv addressed to Tanya Ward, Chief Executive email: [jobs@childrensrights.ie](mailto:jobs@childrensrights.ie) Telephone queries: 087 653 1069.

**Closing date for applications: 5pm, Thursday, 26 August 2021.**

Shortlisting will apply in terms of a first interview. Shortlisting will take place on Monday 30 August 2021. Interviews will take place on either 3 September 2021, 6 September 2021 and 8 September 2021