

Job Description:

Executive Assistant (Part-time)



Irish Girl Guides (IGG) is recruiting for the role of an Executive Assistant in its National Office.

IGG's mission is to enable girls and young women to develop to their fullest potential as responsible citizens of the world. This is achieved by the volunteer leaders running a non-formal educational programme with 560 units across all counties in the Republic of Ireland. The organisation has charitable status and staff work with the volunteers to ensure IGG is compliant with all relevant legislation and best practice in the youth and charity sector.

Main responsibilities

- Provide administrative and project management support to the Executive Committee, all national committees and events.
- Provide administrative support to the CEO and Chair of the Executive Committee (Chief Commissioner).

General Administrative support

- Administer replacement/purchase of office equipment to include schedule maintenance as required.
- Ensure all security systems are functioning correctly including alarm system.
- Administer National Office building and grounds maintenance.
- Designated Fire Warden in National Office to include monitoring maintenance or replacement of fire extinguishers.
- Compilation and distribution of National Office team meeting notes.
- Other ad hoc duties as requested by the CEO.

Administrative support for meetings of the Executive Committee and its committees

- Provide administrative support for the Executive Committee, National Council, Programme and Training committee meetings including collation and distribution of reports, papers, circulating minutes and retention of records of meetings.
- Manage general circulation of minutes to all relevant committees.
- Assist the Chair of the Executive Committee with administrative tasks to include the coordination of Executive Committee and Chair's induction, training and information packs as needed.
- Ensure all certificates and warrants are issued as appropriate and records maintained.

Support for various projects and events

- Provide admin support to projects that may arise to include membership of the project committee, if required.
- Working with appropriate voluntary committee, assist with event management of national IGG events.
- Provide event booking support and maintain records of event attendance.

Admin for International Committee

- Responsible for actioning international correspondence in conjunction with the International Commissioner.
- Provide admin support for the 'Friends' groups within IGG.

Person Specification

- Significant experience at supporting management level in the voluntary, community or charity sector.
- Excellent administrative and organisational skills, with a high standard of computer literacy.
- Good written and numeracy skills with strong attention to detail.
- Ability to work on own initiative.
- Proven ability to maintain confidentiality and discretion.
- Excellent interpersonal skills and the ability to liaise effectively and confidently at all levels internally and externally.
- Proven track record of project planning and co-ordination skills, with the ability to plan and organise high level events.
- Ability to prioritise and work well under pressure in a busy environment.
- A track record in developing and maintaining positive relationships with stakeholders.
- Experience of volunteering or working with volunteers an advantage.

Competencies

- Teamwork
- Responsibility
- Communication
- Planning and Organising
- Trustworthiness

Conditions

The position will initially be for two years, with a six-month probationary period. It is part-time for 18 hours a week. The current salary, due to funding constraints, is €13,500 per annum. Some evening and weekend work is required, for which time off is given in lieu. Full-time annual leave is 25 days, this role will have pro-rata annual leave.

This job is based in the National Office in Donnybrook and will move to Tallaght during 2020. There may be a small amount of travel outside of Dublin.