



Misean Cara is seeking an Administrator, Fixed Term 24 Months

MISEAN CARA

Misean Cara is an Irish faith-based organisation supporting the overseas development work of missionaries. Collectively, Misean Cara's 77 members work in over 50 countries and are part of a much bigger global missionary network with an extensive reach in Africa, Asia and Latin America.

POSITION SUMMARY

This role is offered on a full-time, fixed-term basis for 24 months (2 years).

The Administrator will provide operational and systems administration support through a period of change in Misean Cara's Grant Management System (GMS), working closely with the Funding Manager and GMS Project Officer. The role requires excellent communication skills and the ability to interact with a wide range of stakeholders within missionary organisations (our members). You will provide administrative and logistical support to our members as required during a transition period as we reform our grant management processes.

Reports to: Funding Manager

Logistical Support

- Under the direction of the Funding Manager and GMS Project Officer, maintain an action plan for the rollout of the Grant Management System (GMS)
- Plan and arrange all GMS meeting logistics with internal and external stakeholders
- Maintain records of meetings and work plan records, and follow up with relevant Misean Cara staff and members on actions as required.

Stakeholder Support and Liaison

- Support effective communication with members in relation to the grant management system rollout.
- Act as the central point for member queries, engaging with relevant staff, and ensuring all queries are answered in a reasonable timeframe.
- Assist with documentation and dissemination of GMS procedures and guidelines.

MissionLinks Development Testing and System Admin Support

- Support the creation of user test cases for the testing of system developments in our Project Management system - MissionLinks (Salesforce platform)
- Support MissionLinks beta-version testing by mirroring what typical users will need to do
- Record MissionLinks test observations and add any issues to snag list for developers to fix
- Support the updating of documentation on MissionLinks processes and workflows
- Liaise with Misean Cara's *Data Analyst and IT Support Officer* to provide backup support in relation to MissionLinks system administration

General

- Undertake any other tasks that may be assigned by the Funding Manager

SKILLS AND ATTRIBUTES

Essential:

- At least 2 years' experience in similar role
- Familiarity with Salesforce System Admin or equivalent
- Advanced user of Excel including data modelling and other Microsoft packages
- Excellent communication skills to work effectively with a variety of stakeholders
- Ability to work to deadlines
- Solution focused
- Strong customer focus and relationship skill

TERMS AND BENEFITS

- Contract type: Fixed Term 24 months (max)
- Salary range: € 22,273 – 30,133
- Six probationary period
- Benefits: Pension, life assurance, Employee Assistance Programme, 24 days annual leave, mental health day, supportive team environment
- An induction programme will be prepared for the successful incumbent in the first weeks
- All positions in Misean Cara are subject to full reference checks and medical
- Remote working options available

To apply: please send both a cover letter (max one page) outlining how your motivation, experience and skills fit the role, **and** an up-to-date CV, in confidence, to jobs@miseancara.ie Please insert "Funding Team Administrator" in the subject line.

Applicants must be legally entitled to work in Ireland at the time of application.

Misean Cara is an equal opportunities employer and welcomes applications from all sections of the community.

Applicants are encouraged to apply early. Screening interviews may take place prior to shortlisting for the interview.

Closing date: Tuesday 01st August 2023

Interview date: Wednesday 9th or Thursday 10th August 2023 (tbc)

Interviews: Misean Cara's offices, Dame Street, Dublin

