**Rainbows Ireland**

**A community based early intervention national service providing group support for children and young people impacted by bereavement, parental separation, divorce, relationship breakdown.**

**Background of Rainbows:**

**Aim:**

The grief experienced by children and young people in Ireland, following a significant loss in their lives, is recognised and that they are offered the understanding and support necessary to foster emotional wellbeing.

 **Vision:**

To establish, maintain and support a national network of accredited Rainbows programme centres, where trained Facilitators support group members through the Rainbows peer support programmes mainly in - schools - primary and secondary, Family Resource Centres, Youth Projects, School Completion/Home school liaison, Community Projects.

**Job Description Details: Office Administrator**

The key purpose of the role of Office Administrator based in the National Office in Crumlin Dublin 12, is to provide administrative support across the organization of the work and service delivery of Rainbows Ireland.

The position requires someone who is highly capable of working on own initiative and is resilient to the challenges of a busy and diverse workload.

Rainbows National Office is extremely busy and requires a person to undertake and excel in a wide range of secretarial and administrative duties. The demanding role involves attention to detail, problem solving skills, excellent communication skills and the ability to multitask and meet deadlines.

**Person specification**

* Minimum of 5+ years Office Management experience essential
* Exceptional interpersonal and customer service skills.
* Working knowledge and understanding of schools
* Advanced administrative and organisational skills
* Team player with a positive attitude
* Detail-oriented, organised, excellent reasoning and analytical skills
* Ability and willingness to learn new skills and take on challenges as they arise
* Responsible, flexible, ability to work independently, manage multiple tasks, prioritise and meet deadlines
* Excellent written and verbal communication skills.
* Excellent project and tasks management skills
* Self-motivator and able to work on own initiative
* Previous experience in charity or not-for-profit organisation

**General Administration Tasks**

* General administrative work, projects and office duties
* Supporting and assisting the CEO in the running of the charity
* Administration for onsite and remote training for volunteers
* Attending and drafting minutes for the Management team and Board meetings
* Experience extracting data from multiple sources and report writing e.g. annual reports
* Comfortable using various online data collecting /event organising services e.g. Eventbrite, Survey Monkey, Doodle polls etc
* Advanced IT skills with all MS Office programmes e.g. Word, PowerPoint, MS teams, Forms, etc.
* Experience of working with WORDPRESS websites and management of website content
* Experience with industry software such as CRM systems or similar
* Maintain and create systems, develop efficiencies and high-level standards in relation to the smooth running of Rainbows National Office courses
* Undertaking of such additional duties and responsibilities as may be assigned from time to time
* Has an appreciation of the work and mission of Rainbows Ireland with a desire to learn and develop within the organisation.

**Desirable:**

Knowledge and training in the following areas:

* Governance code and compliance in the charity sector
* Social media platforms
* GDPR /Data protection

**This is a part time position that is based in Rainbows National Office, Crumlin, Dublin 12.**

**Application Form**

**Position: Office Administrator**

In the initial consideration of candidates for this position in Rainbows Ireland the information supplied in this application form plays a significant part in determining who should attend for interview.

Information given will be used only for the purposes of this application and will be treated in a confidential manner. The application form will be a part of the selection criteria.

It is in the candidate’s interest to complete this application form clearly and be written with understanding, accuracy, and legibility.

**All sections of the form must be completed.** You can expand the boxes in the form to fill in as much detail as you feel is necessary.

**Instructions for applying:**

1. The completed application **form, together with C.V**. must be returned so as to arrive **not later than Friday 10th May 2024 at 5pm.** Application forms received after the deadline date and time will not be accepted.
2. Completed applications must be returned via email to ask@rainbowsireland.ie or posted to Job Application, Rainbows Ireland, Loreto Centre, Crumlin, Dublin 12, D12K753

**Conditions:**

* This is a one-year fixed term renewable contract.
* It is a part time, 20-hour post, across 5 days.
* Based in Loreto Centre, Crumlin, Dublin 12
* 6 months’ probation.
* Candidates must have capacity/permission to reside and work in the EU.
* Salary range is €28,000 to €37,408 pro rata, based on 37-hour week, depending on experience. 27 days annual leave pro rata.

|  |  |
| --- | --- |
| **Position Applied For** | **Office Administrator – Part Time**  |

**SECTION 1 – PERSONAL DETAILS**

|  |  |  |
| --- | --- | --- |
| **Title *(Mr, Mrs etc.)*** | **Name** | **Surname** |
|  |  |  |
| **Address** | **Contact details** |
|  | **Phone:****Email:**  |

**SECTION 2 (a) – INFORMATION TECHNOLOGY**

|  |
| --- |
| **INFORMATION TECHNOLOGY***Please describe below how your level of skill and experience meets the essential IT requirements for the role.* |
|  |

**SECTION 2 (b) – CUSTOMER SERVICE**

|  |
| --- |
| **CUSTOMER SERVICE***Please describe below how your level of skill and experience meets the essential customer service requirements for the role.* |
|  |

**SECTION 3 – ORGANISATIONAL SKILLS**

|  |
| --- |
| **ORGANISATIONAL SKILLS***Please describe below how your level of skill and experience meets the essential organisational skills requirements for the role.* |
|  |
| **KNOWLEDGE AND EXPERIENCE***Please outline how you meet the knowledge and experience requirements that are essential and desirable for this role in Rainbows Ireland.* |
|  |
| **MOTIVATION**1. *What is your motivation to work for Rainbows Ireland?*
2. *Why do you want to work within this particular role?*
 |
|  |

|  |
| --- |
| **OTHER INFORMATION***Please outline your hobbies and interests and any other information that you think is relevant to your application.* |
|  |

**SECTION 6 – REFEREES**

|  |
| --- |
| **REFEREE INFORMATION**  |
| **Name** | **Organisation and position held** | **Relationship to you** | **Contact details.** |
|  |  |  | **Phone:****Email:**  |
|  |  |  | **Phone:****Email:**  |
|  |  |  | **Phone:****Email:**  |
| *We will notify you before contacting any of your referees outlined above.*  |

**SECTION 8 – DECLARATION AND SIGNATURE**

I hereby certify and declare that:

* All of the information that I have provided on this application has been honestly and accurately articulated to the best of my knowledge and belief.

Signature of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please ensure that you have provided all of the information for which you have been asked.

**The completed form should be returned via email to** **ask@rainbowsireland.ie** **by 5p.m., Friday, May 10th 2024**

**Please include your CV with this application.**

Thank you for taking the time to complete this application form and for your interest in Rainbows Ireland. For further information on the organisation, please visit www.rainbowsireland.ie