**Job Description**

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| **Job Title**  | Project Assistant (Maternity Cover) |
| **Location** | The primary location is ARC Cancer Support Centre, 65 Eccles St. Dublin 7. Occasional Cover may be required at other centres: South Circular Road, Dublin 8 and Herbert Avenue, Dublin 4. Hybrid working arrangement will be in place for this role  |
| **Reporting Relationship** |  The Project Assistantreports directly to the Head of Finance & Transformation. Manages: No direct reports |
| **Purpose of the Post**  |  To provide support to the Head of Finance & Transformation in the planning, execution, monitoring, and control of multiple administrative areas of the organisation.Duties include tracking project progress; assisting in basic bookkeeping duties; assisting in the design and implementation of process improvements and automations; assisting in historic data input for fundraising data on our CRM; reconciling data on our CRM; overseeing specific project or sub-projects; producing reports in multiple areas; supporting and maintaining the project plan tool; collating and securing documentation; and coordinating and scheduling of numerous meetings. Any other activities associated with the administrative running of ARC.  |
| **Roles and Responsibilities** | **Project & Administrative Support*** Track project progress using Excel and other project management tools.
* Support the execution and monitoring of project work plans.
* Oversee specific objectives or sub-projects as assigned.
* Coordinate and schedule stakeholder meetings and maintain communication.

**Financial & Data Support*** Assist with basic bookkeeping and financial record maintenance.
* Help prepare and review budgets and monitor revisions.
* Input and reconcile fundraising data in Salesforce CRM.
* Input organisational KPI data and assist in data analysis.

**Process Improvement & Reporting*** Assist in designing and implementing process improvements and automations.
* Collate and secure documentation for reporting and compliance.
* Support the production of reports across various departments.

**External and Internal Communications** * Liaise with team members across different departments, including Services, Fundraising & Communications, and Operations.
* Coordinate and schedule stakeholder meetings, and updates stakeholders as required.

**Other Duties*** Carry out any other tasks required to support the successful completion of projects and the smooth running of the organisation
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| **Eligibility criteria****Qualifications and/or experience** | **Essential:** * Minimum of two (2) years' experience in a small but busy organisation.
* **Very strong** proficiency in the use of Microsoft Office Suite.
* Ability to communicate effectively both verbally and in writing.

**Desirable:** * Experience supporting senior executives.
* Knowledge of CRM or other data management systems.
* Experience in using assistive AI technology
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| **Essential skills, competencies and/or knowledge** | **Flexibility and Adaptability*** + Agile and flexible with strong aptitude for multi-tasking.
	+ Comfortable managing shifting priorities in a dynamic environment.

**Confidentiality and Professionalism*** + Strict adherence to confidentiality.
	+ Approaches work with integrity, discretion, and a commitment to excellence.

**Proactive Problem Solver*** + Takes initiative to address issues and streamline processes.

**Team Player*** + Works effectively with colleagues across the organisation.

**Attention to Detail and Multitasking*** + Demonstrates excellent attention to detail and the ability to multi-task and balance multiple projects effectively.

**Equality and Inclusivity*** + Applies equality principles, ensuring an environment where diversity is valued, and equal opportunities are provided.
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