**Job Description**

|  |  |
| --- | --- |
| **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 |
| **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 |
| **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. |