

## **National Women's Council of Ireland**

### **JOB DESCRIPTION**

**Job Title:** PA to the Director/Operations Officer (5 days)

**Reports to:** Head of Finance & Operations

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**Main Purpose of the Job:** To provide support to the NWC Director, Head of Finance & Operations, support to Board and Organisation

#### **Key Areas of Responsibility:**

##### **PA to Director**

- Manage the diary of the Director in relation to arranging meetings (internal and external) etc.
- Act as the first point of contact for internal and external stakeholders on behalf of the Director
- Handle the Director's correspondence, including daily checking of emails and responding appropriately
- Answer calls and liaison with external groups and agencies upon request and follow up on invites, meetings / presentations, gather background information and arrange travel and accommodation when required
- Manage the Directors filing system and create new systems when required.
- Take minutes of meetings and prepare papers for meetings including gathering background information.

##### **Support to Head of Finance & Operations and Organisation**

- Providing administrative support to the Head of Finance & Operations
- Manage reception area, including answering calls, greet guests, receive parcels, record incoming/outgoing post, order taxis when required

- Manage office supplies and place orders when needed
- Liaise with external contractors – phones, building repairs, IT etc. and oversee internal works
- Manage the bookings for the meeting rooms
- Take minutes at sub-committee meetings
- Providing assistance in the organisation of events/meetings including arranging venues, catering and associated mailouts when required.
- Assist with recruitment of new staff including arranging advertisements, collating applications and arranging interviews
- Ensure all new staff are set up with laptops and phone in working order
- Assist with the organisation of the AGM

### **Support to Board of Directors**

- Preparation for Board meetings – sending out agenda and associated documents, take minutes at Board meetings, arrange board room and catering and follow up with actions. Assist Board members when required, and follow up with queries Chair/Board members may have in between meetings
- Provide support to the Chairperson of NWC
- Attend monthly support sessions with the Head of Finance & Operations and produce a monthly work report
- Perform other tasks as assigned by the Head of Finance & Operations & Director

### **Competencies (Skills & qualities)**

- Excellent communication skills, verbal and written and ability to build relationships
- Problem solving
- People & relationship Management & the ability to build alliances
- Ability to represent the organisation at National/International & Local level
- Knowledge and understanding of NGO sector, gender and equality
- Excellent administration skills with a high level of attention to detail
- Proactive and efficient
- Proficient in the use of Microsoft Word, Excel, Outlook, Zoom and other apps
- Ability to work to deadlines and establish priorities

- Flexible ability to deal with last minute tasks and integrate them with the overall workload
- Ability to work on own initiative and as part of a team
- Ability to address difficulties in a positive, calm and reassuring manner
- Ability to handle private data responsibly and ethically

### **Personal qualities**

- Drive & commitment to feminist values
- Share the values and ethos of National Women's Council
- Commitment to participative processes and ways of working
- Self-motivated and driven
- Hard working with a positive can-do attitude
- Responsible and reliable
- Striving to improve performance & self-development