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| **Role Title** | **Office Admin Coordinator** |
| **Status** | Part-Time, 17.5 hours per week (dependent on continued funding for this role) |
| **Location** | Castlebar |
| **Reporting to** | Project Manager |
| **Purpose of Role** | As a newly established community organisation, we seek to recruit a part-time Office Administrator to join our growing team. This is a key role that supports our operations and ensures the office runs smoothly. |
| **Duties of the Role** | |
| Key Responsibilities | * Develop and implement efficient office systems and procedures. * Provide administrative support to the Project Manager and team. * Manage invoicing, payments, and light accounts using accounting software. * Assist the Coordinator with some aspects of budget preparation and monitor spend against budget allocation. * Maintain records, databases, and filing systems (both electronic and paper-based). * Handle correspondence, emails, and phone calls professionally. * Coordinate meetings, take minutes, and assist in preparing reports. * Assist with grant applications and reporting as required. * Manage office supplies, equipment, and liaise with suppliers. * Ensure compliance with data protection and organisational policies. * Support event planning and community engagement activities. * Perform any other administrative tasks necessary for the smooth running of the office. |
| **Health & Safety** | * Participate in Health & Safety training as required, e.g., First Aid Responder, Manual Handling * Ensure new staff and those on work experience placements receive a Health & Safety induction of the building * Ensure participant and staff information remains confidential and GDPR compliant * Manage Programme Diaries for participant appointments. * Book rooms for training and meetings and maintain the booking schedule. * To sort, distribute and log all incoming mail. * Organise Facilities and office equipment maintenance |
| **Essential Experience** | * 2 to 3 years of experience working in a similar role, along with demonstrated organisational skills with the ability to prioritise multiple tasks. * Knowledge of basic bookkeeping and financial procedures and systems. * Proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint) * Ability to develop and implement office procedures effectively. * Experience in managing multiple tasks and meeting deadlines in a busy, growing environment. * Possess a passion for equality and understanding of the Traveller community * Possess a strong ability to manage confidential information appropriately is essential |
| **Desirable Skills** | * Experience working in the community or non-profit sector. * Familiarity with funding applications and reporting. |
| **Person Specification** | * A non-judgmental and inclusive approach to working with diverse individuals and communities. * Strong organisational and problem-solving skills. * Ability to identify possible challenges, plan ahead and be willing to think creatively when necessary. * Excellent communication and interpersonal skills. * High level of accuracy and attention to detail. |
|  | The job description above is not meant to be an exhaustive list of all responsibilities associated with the position. Therefore, the individual in this role may be required to perform additional duties as needed, which may be assigned periodically. They are also expected to contribute to the ongoing development of the position while in office.  The successful candidate will undertake on-the-job training/continuous professional development to carry out their duties effectively. |
| **Shortlisting Criteria** | Shortlisting will be carried out based on the information supplied in the application. The eligibility criteria for shortlisting are based on the requirements of the post as outlined in sections of this job description under “Essential and Desirable Skills”. Therefore, candidates must describe their experience in light of those requirements in their application.  **Please note:** that if shortlisted, the interview date will be mid-September 2025. |