

Job Title	<b>Administrator</b>
Reporting To	Office Manager
Status	Permanent, full-time subject to funding and a successful probation period.
Primary Location	Office base in Phoenix Park, Dublin 8
Salary Scale	€28,000 DOE
Hours of Work	35 hours a week Monday-Friday (some flexibility maybe required at busy periods)
Benefits	<ul style="list-style-type: none"> <li>• 25 days annual leave pro rata</li> <li>• Single Public Sector Pension scheme</li> </ul>
Recruitment Process	<ul style="list-style-type: none"> <li>• Application deadline is of 16<sup>th</sup> July 2021</li> <li>• First round interviews will take place on the week of 2<sup>nd</sup> August 2021</li> <li>• If you are being called for first round interview, we will endeavor to give you as much notice as possible. Interviews may take place online.</li> </ul>
Queries and submission of your application	<p>Via official Gaisce Application Form, to <a href="mailto:recruitment@gaisce.ie">recruitment@gaisce.ie</a></p> <p><b>No CVs will be accepted</b></p>

## About Gaisce

Gaisce -The President's Award is a self-development programme for young people which enhances confidence and wellbeing through participation in personal, physical and community challenges.

To date, a quarter of a million young people across Ireland have achieved their Gaisce Award. More than 20,000 young people register with us to pursue their own Gaisce Award journey annually.

Gaisce is a direct challenge from the President of Ireland to all young people aged 14-25 to dream big and realise their potential.

Gaisce Awards are non-competitive and self-directed: participants are encouraged to choose their own activities and goals with the support of their President's Award Leader (PAL).

There are more than 1,200 active PALs across Ireland, working or volunteering in a variety of Gaisce Award Partners (GAPs i.e. organisations that deliver the Gaisce programme). GAPs include schools and third level institutions, youth services, community organisations, sports clubs, private enterprises, as well as the prison and probation service.

There are three levels of Gaisce Award - Bronze, Silver and Gold.

## **The Candidate**

Gaisce - The President's Award's success depends on our people, productivity, and procedures.

The **Administrator** is the supportive force driving each of these areas, and we're currently seeking someone stellar to assist and support the Office Manager to ensure the smooth running of the Gaisce office at Ratra House and support PAL's and GAPs to deliver the Gaisce programme.

The ideal professional for the role is a flexible problem solver with superb communication skills with a detail-oriented mindset.

They should have prior experience thriving in an administrative capacity in an office environment. Multitasking and the unique ability to deftly handle the unexpected are essential qualities to bring to the position.

## **Principal Responsibilities of Administrator**

### **Main Duties and Responsibilities**

- Manage the daily preparation & distribution of Gaisce awards and maintain all appropriate records to include liaising with delivery service provider
- Quarterly Stock take & reconciliation of Award stock
- Maintain an appropriate knowledge of the programmes you are supporting, with the ability to communicate effectively.
- Provide support to Operations Team and Communication teams in preparation for award ceremonies
- Support the President Award Leader (PAL) application process (reference checks, garda vetting, prepare monthly mailouts, PAL training evaluations & reports, sending PAL training digital certificates)
- Support the whole team with requests e.g., distribution of materials
- Ordering and replenishing of office, marketing and kitchen supplies.
- Reception duties including answering calls and responding to email queries and signposting to the relevant Gaisce team, filing, meet and greet guests, booking couriers/taxis.
- Deal with queries in relation to award registrations and payments.
- Preparation of board room for meetings and training (to include tidying up)
- Other admin duties and provision of cover as required.

### **Qualifications, Skills and Experience**

**Essential:**

- Administrative qualification or similar experience (minimum 2 years) in a busy fast paced office environment.
- Demonstrate strong administration and organisation skills, works SMART
- Demonstrate a strong sense of initiative and problem solving and can lead when the opportunity arises.
- Self-confident and ability to innovate within the realm of the Administration team.
- Can prioritise workload and multitask
- Accountable and responsible
- Accuracy and attention to detail
- Excellent verbal and written communication skills with proficient typing skills
- Efficiency across MS Office suite (Excel, Outlook, PowerPoint, SharePoint, Word)
- Understanding of Safeguarding/Child protection

**Desirable:**

- Understanding of the Gaisce Award programme
- Previous experience or knowledge of the community and voluntary organisation or charity sector.
- Experience in Finance administration
- Competence in Salesforce CRM (or equivalent database systems)
- Previous experience working in the youth/education sector or engaging with a young audience
- Experience of volunteer management
- Experience in the use of digital and social media and marketing techniques

**Personal Attributes:**

- Flexible and calm under pressure
- Friendly demeanour
- Can work in team or own initiative
- Enthusiastic, motivated and positive attitude
- Commitment to empowering young people to fulfil their potential

*The above job description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to them from time to time.*

*All staff members are required to obtain Garda vetting as a condition of their initial and continued employment.*

*Gaisce - The President's Award is an Equal Opportunities Employer.*

*All documentation received by Gaisce - The President's Award will be processed in accordance with the relevant applicable data protection legislation. The information will only be used in the processing of job applications and for ongoing administrative purposes with job candidates.*



***Due to the volume to applications, we can only provide feedback to those successful at interview.***

*Gaisce advertises these roles on reputable online websites and is not responsible for misleading information found on other online recruitment websites.*

*All queries can be directed to [recruitment@gaisce.ie](mailto:recruitment@gaisce.ie)*