

|  |   |
|--|---|
| Job Title                                  | <b>Administrator (Part-time)</b>  |
| Post Availability                          | Immediate start   |
| Reporting To                               | Office Manager  |
| Status                                     | Permanent, part-time subject to funding and a successful probation period.  |
| Primary Location                           | Office base in Phoenix Park, Dublin 8   |
| Salary Scale                               | €28,000 FTE DOE (pro rata)  |
| Hours of Work                              | 17.5 hours a week (2.5 days). Flexibility required at busy periods  |
| Benefits                                   | <ul style="list-style-type: none"> <li>• 25 days annual leave FTE (pro rata)</li> <li>• An Employee Assistance Programme (EAP)</li> <li>• Excellent onboarding process Single Public Sector Pension (SPSP) scheme</li> <li>• Staff training and development</li> <li>• Staff wellness programme</li> <li>• Tax saver tickets and cycle to work scheme</li> </ul>  |
| Recruitment Process                        | <ul style="list-style-type: none"> <li>• Application deadline is on or before Sunday 24<sup>th</sup> April</li> <li>• Interviews will take place Wednesday 4<sup>th</sup> May (time to be confirmed)</li> <li>• If you are being called for interview, we will endeavor to give you as much notice as possible. (Interviews may take place online)</li> <li>• Due to volume of applications, only those shortlisted for interview will be contacted.</li> </ul> |
| Queries and submission of your application | <ul style="list-style-type: none"> <li>• Via official Gaisce Application Form, to <a href="mailto:recruitment@gaisce.ie">recruitment@gaisce.ie</a></li> <li>• <b>No CVs will be accepted</b></li> </ul>   |

## 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 (part time)** is the supportive force driving each of these areas, and we're currently seeking someone stellar to support the Office Manager to ensure the smooth running of the Gaisce office at Ratra House and support PALs and GAPs to deliver the Gaisce programme.

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

This role requires the successful applicant to become a Garda vetting clerk. Training will be provided as part of this process.

### **Principal Responsibilities of Administrator (part time)**

#### **Main Duties and Responsibilities**

- Maintain an appropriate knowledge of the programmes you are supporting, with the ability to communicate effectively.
- Support the Admin team in responding to programme queries from PALs and Award registrations daily.
- Monitor and maintain the President Award Leader (PAL) and Gaisce Award Partner (GAP) applications using Salesforce CRM daily.
  - Understand organisational processes and workflows
  - Create and maintain reports
  - Create new reporting capabilities and respond to ad hoc reporting requests as needed
  - Create and maintain campaigns
  - Monitor neglected records/fields within the system as appropriate
  - Manage duplicate records, monitor and improve data quality in CRM
  - Expand use of Salesforce by attending training
  - Attend relevant team meetings

- Understand and support the daily preparation & distribution of Gaisce awards and maintain all appropriate records to include liaising with delivery service provider
- Other admin duties and provision of cover as required.

This job description is not a definitive list of tasks; rather it is designed to give an overview of the job. It is envisaged that the post-holder will use their own initiative and develop the job under guidance so that the organisation's aims are achieved. It should be noted that the organisation is dynamic and fast paced and it may be necessary to step beyond the areas outlined above to support others from time to time.

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

#### **Essential:**

- Competence in Salesforce CRM (or equivalent recognised database systems)
- Understanding of Safeguarding/Child protection
- Administrative qualification or similar experience (minimum 2 years) in a busy fast paced office environment.
- Proficiency across MS Office suite (Excel, Outlook, PowerPoint, SharePoint, Word)
- Demonstrate strong administration and organisation skills, works SMART
- Accountable and responsible
- Accuracy and attention to detail
- Can demonstrate a willingness to learn.
- Can demonstrate resourcefulness and initiative.
- 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
- Excellent verbal and written communication skills with proficient typing skills
- Broadband at home location to allow for hybrid working (where applicable)

#### **Desirable:**

- Understanding of the Gaisce Award programme
- Previous experience or knowledge of the community and voluntary organisation or charity sector.
- Previous experience working in the youth/education sector or engaging with a young audience

*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.*

*The successful candidate, as a condition of employment, will undergo Garda Vetting and Safeguarding training.*

*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.*

*Equality, Diversity and Inclusion: At Gaisce, we proactively weave equality, diversity and inclusion through our work every day. We are a curious and questioning organisation, seeking to deepen our understanding of inequalities in participation and representation in the arts - curatorially, strategically and operationally - and we continuously seek out ways to develop and deliver meaningful actions to address them. We treat all job applications equally, regardless of age, disability, gender identity or gender expression, race, ethnicity, religion/belief system, socio-economic background or sexual orientation.*

*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)*