

Title: Office Administrator

The Organisation:

The Irish Advocacy Network Ltd is an island-wide, independent, mental health organisation led by people with personal experience of mental health difficulties. Our services promote recovery by offering advocacy, information and support to clients. Our ultimate aim is to enable people with mental health difficulties to self-advocate; in other words supporting them in having their voice heard, grow in confidence and claim their rights.

The Irish Advocacy Network Ltd is one of very few organisations in Ireland involved in mental health whose purpose was determined by people with mental health problems. To ensure a quality service and remain true to our roots, it is essential that our advocacy staff successfully complete specialist training designed by people with mental health difficulties.

Purpose of the role:

The main purpose of the role is to take ownership of the efficient day to day operations of the office through the effective provision of office administrative duties while providing support in a confidential manner to the CEO and the senior management team.

Key Duties & Responsibilities:

Office Support

- Assist with the smooth day-to-day office operations including devising and maintaining office systems, including data management, record keeping and filing;
- Update administrative and other policies when required;
- Liaise with staff, our HR provider and other providers to support the CEO and senior management team with the effective administration in relation to recruitment of staff;
- Receive and screen telephone calls and correspondence before managing, responding, delegating or forwarding as appropriate;
- Support the management of costs and efficiencies associated with office management – photocopying, stationery, telephone, IT;
- Maintain insurance details for both staff and the Organisation ensuring all policies are up to date.
- Support the CEO and Head of Services with the handling of queries and requests appropriately, confidentially and in a timely manner with staff and external stakeholders;
- Support the CEO and Head of Services with the management of documentation as required including the preparation and editing of correspondence, reports and presentations;
- Support the Organisation in relation to compliance activities including the Charities Governance Code, the Annual Report and other statutory submissions;
- Prepare documents including agendas and board packs as required for board members and board meetings;
- Carry out ad-hoc projects under the direction of the CEO and Head of Services.

Diary, Travel and Meetings / Event Management

- Support the management of the CEO and Head of Services' diaries, including the booking of appointments with staff, external stakeholders, vendors, board and relevant

- contacts, ensuring that diaries are kept up-to date and all documentation (previous minutes, agendas, presentations etc.) is prepared and circulated in advance;
- Make arrangements for meetings, events and training including travel, facilities and accommodation.
 - Production of itineraries for CEO, board members and staff including advanced bookings and payments of accommodation in line with company policies;
 - Attend all management meetings and record minutes;
 - Attend meetings as required to support the CEO and the Head of Services.

Financial Administration

- Liaise with the Finance Manager in a timely manner providing required information to enable the production of management accounts and the timely management of payroll and associated responsibilities;
- Prepare and issue sales invoices once approved;
- Manage and analyse petty cash and expenses forms;
- Support board members in completing expense claims as required;
- Support the finance function in relation to Audit administration where required;
- Track and report on a monthly basis all staff annual leave, sick leave and other statutory leave.

Location:

Dublin based role

This role requires excellent judgment and the ability to deal with confidential information.

This job description is intended as a summary of the primary responsibilities and qualifications for this position. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform or that may be required to do either now or in the future.

Irish Advocacy Network is an Equal Opportunities Employer

How to apply:

Email Curriculum Vitae and Cover Letter to recruitment@adarehrm.ie

Or post it to the below address to arrive no later than 1pm on Friday 12th November 2021.

Postal Address:

Adare Human Resource Management
2nd Floor, 43-51 Temple Grove House, Temple Road,
Blackrock, Co. Dublin
A94 R8Y9

Closing Date for applications is 1pm on Friday 12th November 2021.