

## **AHEAD: Events and Administrative Support Officer (Part Time)** **(<https://www.activelink.ie/node/109655>)**



### **Job Title: Events & Administrative Support Officer**

**Reports to:** Education Manager

**Duration:** This position is offered on a permanent contract commencing as soon as possible.

**Location:** AHEAD offices are located within the UCD Smurfit Business School campus in Blackrock, Co. Dublin, however, AHEAD operates a hybrid-working model for all employees and it is expected that the majority of staff will work in-office 1-2 days per week and from home the remainder of the week.

**Hours:** The successful candidate will work part-time 4 days per week (8 hours per day including 1 hour for lunch) with flexible start times on agreement between 08:00 and 10:00. Occasional weekend/evening work may be required for out of hours events.

**Salary:** The salary range for this position is €34,531 to €40,044 pro-rata (€27,624.80 to €32,035.20) commensurate with AHEAD's pay scale and experience.

### **AHEAD also offers the following benefits to employees.**

- Rewarding and flexible working environment
- Comprehensive needs assessment for employees with disabilities
- 20 days annual leave per annum
- Company pension scheme after one year's service
- Access to EAP (Employee Assistance Programme) covering a range of services such as nutrition, fitness, legal, financial and wellbeing supports in addition to free mental health counselling and coaching.

### **Nature and Scope:**

The Events and Administrative Support Officer will play a leading role in the administration and organisation of several AHEAD Education Team events and will support where required, the running of events by others in the Education Team. They will also play a role in supporting the administrative function of the Education Team, for example by conducting administrative tasks associated with the design and delivery of AHEAD training and eLearning programmes.

The Events and Administrative Support Officer will be highly organised, efficient, adaptable and have a strong 'team player' ethic. They must be willing to play a leading role in some aspects of their work (for example event organisation of assigned events) and act in a supporting role taking direction from more experienced colleagues in other strands of work (e.g. administration tasks associated with the function of working groups, minute taking and meeting communications, administrative tasks that support the delivery of training and eLearning programmes). The ideal candidate will have good digital skills and an ability to learn new technologies and digital skills through mentoring and self-directed learning.

### **How to Apply:**

To apply for this role, please send a completed application form with a 2-page CV with the subject line, "Events and Administrative Officer" to [AHEAD's Operations Manager, Angela Glancy via email \[angela.glancy@ahead.ie\]\(mailto:angela.glancy@ahead.ie\)](mailto:angela.glancy@ahead.ie) (<mailto:angela.glancy@ahead.ie?subject=%20%20Events%20and%20Administrative%20Support%20Officer>) by 10am, Thursday 8th August 2024.

Please note, candidates will be shortlisted based on their application form only.

For shortlisted candidates, first round interviews will take place virtually the week commencing 19th August followed by a second-round interview.

AHEAD is an equal opportunities employer and encourage applications from people from diverse backgrounds. AHEAD will provide reasonable accommodations for candidates with disabilities at recruitment stage and in the workplace as identified through our comprehensive needs assessment process.

Full details of the role please see Job Description and Application Form attached below also further information can be found [Here \(https://www.ahead.ie/events-and-administrative-support-officer\)](https://www.ahead.ie/events-and-administrative-support-officer) or at [www.ahead.ie \(http://www.ahead.ie\)](http://www.ahead.ie)

**Region**

Blackrock, Co Dublin / Hybrid

**Date Entered/Updated**

18th Jul, 2024

**Expiry Date**

8th Aug, 2024

<b>Attachment</b>	<b>Size</b>
<a href="#"><u>Events and Administrative Support Officer Specification.docx</u></a>	33.08 KB
<a href="#"><u>EventsandAdministrativeSupportOfficer_AppForm2024.docx</u></a>	36.46 KB

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**Source URL:** <https://www.activelink.ie/vacancies/education-training/109655-ahead-events-and-administrative-support-officer-part-time>