

Kilcormac Development Association: Project Administrator **(<https://www.activelink.ie/node/110395>)**



Project Administrator Required:

Summary: Kilcormac Development Association is a community-driven organisation dedicated to the overall progress and betterment of Kilcormac. With a focus on enhancing the town's social, economic, and cultural aspects, the association initiates and supports various projects and initiatives. It strives to foster community engagement, create opportunities for growth and development, and preserve Kilcormac's unique identity. Through collaboration and active participation, the association aims to make a positive and lasting impact on the lives of residents and the town as a whole.

Reporting to: Project Manager

Working Hours: 37.5 hours

Contract: 18-month contract commencing in October 2024.

Location: Kilcormac

Primary Duties:

Tasks will include but not limited to:

Key Responsibilities:

- **Project Oversight:** Assist in the implementation of the Renewable Energy Project, ensuring all components are executed efficiently and effectively.
- **Coordination:** In conjunction with the Project Manager Coordinate between different project teams and stakeholders to ensure smooth operation and timely completion of project milestones.
- **Budget and Resource Management:** In conjunction with the Project Manager, oversee project budget, resource allocation, and scheduling to ensure project objectives are met within constraints.
- **Stakeholder Engagement:** Act as a point of contact for project stakeholders, facilitating communication and collaboration.
- **Quality Assurance:** Ensure all project deliverables meet quality standards and comply with relevant regulations and guidelines.
- **Risk Management:** Identify potential risks and develop mitigation strategies to ensure the project stays on track.
- **Reporting and Documentation:** Maintain comprehensive project documentation and provide regular updates to stakeholders.
- **Sustainability Focus:** Ensure that project activities align with sustainability goals and contribute to long-term impacts in renewable energy.
- **Events and Training:** Organise green awareness and sustainability events, and coordinate training/skills training for the community, enhancing engagement and impact.

Administration:

- In collaboration with the PM, management of Community Projects undertaken by the Kilcormac Development Association on behalf of the community.
- Work in close collaboration with many volunteers and relevant agencies to ensure these projects from initiation to completion.

- Monitor grant applications where applicable for KDA Projects to improve the range of services we can provide.
- Work on the Business Plans and planning activities appropriate for KDA Projects.
- Ensure compliance with necessary Health & Safety standards and work practices, GDPR etc and upskill as required.
- Answering and directing phone calls, writing and answering emails, scheduling appointments and bookings, assist in the smooth and efficient running of the office.

Marketing:

- In conjunction with the Asst. Manager and the PM, monitor and update the social media used by the company such as Facebook and Instagram.
- Assist with coordinating events.
- Submissions to the monthly newsletter 'The Rambler' in conjunction with the Asst Manager.

Other:

- Any other duties that may arise as a result of the above requirements and any other duties assigned by the Project Manager of the Kilcormac Development Association which are relevant to the programme of work for KDA Projects.

Knowledge, Skills and Experience:

- Previous administration experience in an office environment required.
- Excellent IT Skills.
- Friendly and professional telephone manner.
- Good general administration skills and computer skills including Microsoft.
- PR Skills in Social Media platforms e.g. Facebook/Twitter/Instagram.
- Strong organisational skills with knowledge of budgeting, scheduling and resource management desirable
- Familiarity with sustainability practices and renewable energy technology is desired but not essential.

Person Specification:

- Excellent communication and interpersonal skills.
- Awareness of confidentiality and the ability to deal with confidential information.
- Good team player, who has the ability to work independently and in collaboration with others.
- Self-starter who can take the initiative and consult where appropriate.
- Ability to prioritise competing demands.
- An interest and working knowledge of the community sector with past volunteer experience is also desirable.

What We Offer:

- A pivotal role in a significant renewable energy initiative.
- Opportunities for professional growth and impact in the field of renewable energy.
- A dynamic and collaborative work environment.
- **Salary:** €28,500 per annum.
- The KDA is an equally opportunity employer.

The Project Administrator in conjunction with the Project Manager will play a crucial role in driving projects towards successful completion and ensuring long-term impact for the community of Kilcormac.

Applicants for this post are requested to send CV's and cover letter to info@kilcormacda.ie (<mailto:info@kilcormacda.ie>) by close of business on Thursday the 12th of September. It is envisaged that interviews will take place week commencing 23rd Of September.

Region

Kilcormac, Co Offaly

Date Entered/Updated

21st Aug, 2024

Expiry Date

12th Sep, 2024

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