

## **IASIO: IASIO: ICT & Office Manager (Maternity Cover) - Dublin** **(<https://www.activelink.ie/node/110414>)**



### **ICT & Office Manager (Dublin, Maternity Leave Cover)**

IASIO (Irish Association for Social Inclusion Opportunities), is a national organisation that works with State agencies in the development and delivery of services to marginalised groups, enabling communities to become more socially inclusive through best practice service provision. IASIO's current operational scope includes three national Services and two smaller projects: The Linkage Service, the Gate Service, the Resettlement Service; and The Community Support Scheme and The Supported Employment Service.

#### **The ICT/Office Manager Role:**

As IASIO embarks on the implementation of a new, ambitious, and exciting Strategy, it is seeking to recruit a key management role on a temporary basis (maternity leave cover) to lead its ICT, administration, governance and office management. We are seeking an experienced and skilled professional, who aligns to our values and is inspired by our ambition and transformational work. If this is the kind of leader you are, we would love to hear from you.

#### **Job Summary:**

- Responsible for the day-to-day management of company ICT and development of its ICT systems, processes and solutions
- Facilitating the efficient functioning of IASIO's head office via a range of administrative and managerial tasks
- Supporting the Board of Directors in their governance function, including risk management and ensuring appropriate compliance with relevant Charities Regulator and Companies legislation
- Full time, temporary, specified purpose contract
- 35 hours per week, Monday to Friday
- Salary is commensurate with experience and salary scale applies. Salary scale provided on request.
- Please refer to the detailed job description for more information.

#### **Benefits offered:**

- Primarily office based with flexible start/end times.
- Pension contributions.
- Death in Service Insurance.
- Paid sick leave.
- Employee Assistance Programme.
- Paid Volunteer Days.
- Paid Annual Health Check leave.
- CPD opportunities.

#### **What you will need:**

- 5 years' experience in a similar senior role within the not-for-profit, charity and NGO sectors.
- Proven experience of working collaboratively and methodically through excellent relationship management.
- Proven ICT skills

- Proven experience in data protection, cyber security and GDPR.
- Excellent planning, organisational and project management skills with the ability to prioritise and meet deadlines.
- Excellent communication, multitasking, time management & crisis management skills
- Proven experience of board governance support & detailed working knowledge of Charities Regulator & Company Law requirements
- Detailed working knowledge of Salesforce (or similar database/CRM system), MS365, WordPress, BoardX
- Excellent interpersonal skills; ability to build rapport and productive relationships with internal and external stakeholders.
- Ability and willingness to travel for meetings, events, training etc.

## How to apply:

To apply for this role please send your CV and cover note via email to [recruitment@iasio.ie](mailto:recruitment@iasio.ie) (<mailto:recruitment@iasio.ie>) before or on the closing date: 2nd October 2024. Interviews will be held shortly after the closing date.

*IASIO is an equal opportunities employer and promotes a policy of continuous personal and professional development among its staff.*

### Region

Dublin

### Date Entered/Updated

22nd Aug, 2024

### Expiry Date

2nd Oct, 2024

### Attachment

[ICT & Office Manager. Job Advert & Job Specification \(Maternity Cover\).pdf](#)

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