

## **TASC: Executive Administrator** **(<https://www.activelink.ie/node/110767>)**



### **TASC Executive Administrator (full-time)**

TASC is an independent think-tank whose mission is to address inequality and sustain democracy by translating research into action.

TASC's main objectives are:

- Promoting education for the public benefit
- Encouraging a more participative and inclusive society
- Promoting and publishing research for public benefit

As a public education charity, TASC undertakes and publishes research on five key areas:

1. Economic inequality
2. Climate Justice
3. Social Inclusion
4. Democracy
5. Health Inequalities

The TASC Executive Administrator will report to the Executive Director (CEO) and collaborate with TASC's Board of Directors.

The following is not an exhaustive list of duties. The post holder is expected to work with and co-operate with the ED and other members of staff in the on-going development of TASC's research. The EA will be expected to exercise initiative, have a flexible approach to work and be prepared, within reason, to undertake other varied tasks, as needed.

#### **Core duties of the TASC Executive Administrator**

- Provide administrative support to the Executive Director and TASC Board including preparing financial and risk reports and monitoring organisational policies and reviews.
- Coordinate TASC's compliance to various regulatory bodies such as Companies Registration Office (CRO) and The Charities Regulator (CRA).
- Coordinate the distribution and management of all agendas and meeting papers for TASC Board and subcommittee meetings.
- Assist with accounting and maintaining financial records, and support in annual audits.
- Coordinate and manage all organisational data using Salesforce CRM ensuring GDPR compliance.
- Monitor and oversee annual contracts renewals – e.g., insurance, vendor contracts and building related matters.
- Assist with creating and distributing the TASC newsletter and managing edits for the TASC website and social media platforms.
- Manage the physical office space – open and close procedures, cleaning and maintenance schedule coordination.
- Assist the Executive Director and research staff with funding applications as needed.
- Assist with the planning, organisation, and management of TASC conferences, seminars and workshops.
- Act as delegated health and safety officer for the organisation.

#### **Person Specification**

- Candidates should have a minimum of 3 year's relevant experience in senior level executive office administration.
- They should possess sound judgement, integrity and flexibility as part of their work ethic. Be pro-active in ensuring

- effective communication in meetings, deadlines and project requirements at TASC.
- Excellent record of attendance, punctuality and reliability.
- A highly motivated team player, with strong multitasking capabilities.
- Ability to solve complex problems, think innovatively, creatively, and strategically.
- Demonstrate excellent relationship building and maintenance skills with internal and external stakeholders, other agencies, and funders.
- Excellent interpersonal, typing, administrative, organisational and IT skills, including an excellent working knowledge of the MS Office 365 suite of programs (Word, Excel and PowerPoint)
- Proficient in the use of communication applications (Skype, Zoom, Canva, Teams)
- Adept at proof-reading own and others' work to eliminate errors.
- Ability to provide content assistance for the TASC website and social media platforms.
- Experience in coordinating events and conferences.
- Fluency in the English language, both written and oral.

## **Desirable Criteria**

- Experience working with Salesforce CRM.
- Degree in an appropriate field (business administration, non-profit management, etc.) highly preferred.
- Experience of event planning and management would be a distinct advantage.
- Genuine interest in the area of social development and equality in Ireland and Europe.
- Governance and Compliance experience working with the Charities Regulator (CRA).
- Good general knowledge of the Irish political landscape.
- Graphic design and report editing skills – such as Canva.

## **Terms and Conditions**

### **Tenure**

The appointment will be for a fixed term of one year with the possibility of an extension to a permanent full-time position.

### **Probation**

A 6-month probationary period will apply. Satisfactory completion of a 3-month review, and of the 6-month probationary review is a condition of continued employment in the position.

### **Salary**

The salary for this position is within the range of €42K to €45K p.a. Salary is paid monthly on the fourth week of the month through the employee's bank account.

### **Annual Leave**

The employee is entitled to 25 days annual. However, three of these days leave must be reserved for the Christmas and New Year closedown period.

### **Working Hours**

The hours of work are from 9am to 5pm with a one-hour lunch break.

*All information received from candidates will be processed in accordance with the Data Protection Acts, 1988 and 2003 General Data Protection Regulation (GDPR; 2018)*

## **Applications**

Please send your CV with a 1-page cover letter to [contact@tasc.ie](mailto:contact@tasc.ie) (<mailto:contact@tasc.ie>) by Monday the 30th September 5pm. Unfortunately, due to capacity constraints, we can only guarantee a response to shortlisted candidates.

## **TASC is an equal opportunities employer**

Research has shown that candidates from underrepresented groups often don't apply for roles if they don't meet all the criteria – unlike majority candidates meeting fewer requirements. We strongly encourage you to apply if you're interested.

**For more information, follow us on:**

Twitter @TASCblog

Facebook @TASCthinktank

Website: [www.tasc.ie](http://www.tasc.ie) (<http://www.tasc.ie>)

LinkedIn: @TASC (Think tank for Action on Social Change)

YouTube: Think tank for Action on Social Change

**Region**

Dublin 2

**Date Entered/Updated**

9th Sep, 2024

**Expiry Date**

30th Sep, 2024

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