

IASIO: ICT & Office Manager (Maternity Cover) - Dublin **(<https://www.activelink.ie/node/111624>)**



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:

IASIO is seeking a Temporary ICT & Office Manager to lead on all areas of ICT, Office/Administrative Management and Governance for the organisation.

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 scale available upon request

Please refer to the detailed job description for more information.

Benefits offered:

- Primarily office based with flexible start/end times.
- 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) before or on the closing date: **7th November 2024**. Interviews will be held shortly after the closing date.

IASIO is an equal opportunities employer.

Region

Dublin

Date Entered/Updated

18th Oct, 2024

Expiry Date

7th Nov, 2024

Attachment

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

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