

Gay Project: Administrative Officer (Part Time) **(<https://www.activelink.ie/node/112047>)**



Administrative Officer **(4 Days - Part Time)**

Location: Cork City

Employment Type: 4 Days Part-time - flexible hours

Reports to: Manager

About Gay Project:

The Gay Project is an Irish NGO that:

- Supports gay, bi+, trans and queer men.
- Celebrates sexuality and gender diversity.
- Advocates for LGBTQ+ human rights and policy protections.

The mission of the Gay Project as per the Constitution is to ensure that gay, bisexual, men who have sex with men (MSM), trans and queer men are enabled to participate fully in Ireland's social, economic, cultural, political, artistic and sporting life.

Role Overview:

The Administrative Officer is a central role, essential to the efficient operation and smooth running of Gay Project's daily activities. The position is responsible for a range of administrative, financial, and communications tasks that are critical to maintaining an organised, professional, and effective environment. The Administrative Officer will ensure all office functions, financial records, data management, and communications are accurately and efficiently handled, directly supporting the Board, Manager and Community Development Workers in fulfilling the organisation's mission.

Key Responsibilities:

1. Office Management:

- Oversee daily office operations, including managing supplies, equipment, and facilities to ensure a well-maintained and organised work environment.
- Handle incoming and outgoing correspondence, answering phone calls, emails, and inquiries in a professional and timely manner.
- Maintain office systems and procedures to ensure effective day-to-day operations, including filing, scheduling, and general office upkeep.

2. Financial Administration:

- Assist with budgeting and financial reporting processes, ensuring accurate and timely updates.
- Assist in the management of financial records, invoices, and tracking expenses, while adhering to Gay Projects financial policies and procedures.
- Assist with other financial duties as required by the Manager.

3. Data Management & Compliance:

- Maintain accurate and confidential records for programme activities, client information, and organisational data.
- Ensure all data management practices are in line with data protection regulations (GDPR) and organisational policies.
- Regularly update and audit files to ensure all information is accurate, complete, and stored securely.

4. Event & Meeting Coordination:

- Support the planning and execution of events, workshops, and meetings by coordinating logistics, such as venue booking, scheduling, and communication with attendees.
 - Assist in preparing materials for meetings, including presentations, agendas, and handouts.
 - Organise travel and accommodation arrangements when necessary for staff or event participants.
- 5. Communications & Social Media:**
- Prepare reports, presentations, and other communications materials as needed by the Manager and team.
 - Maintain and update the Gay Project website and social media channels to promote upcoming events, weekly activities, and special announcements.
 - Engage with the LGBTI+ community online to ensure Gay Project's services and events are visible and accessible to all who may benefit from them.
- 6. Support to Project Team:**
- Provide administrative support to the Manager and Community Development Workers, including calendar management, document preparation, and assisting with programme logistics.
 - Assist in compiling performance metrics and reports to support programme monitoring, needs analysis's and evaluation efforts.
 - Serve as a resource to other staff and volunteers for administrative needs, providing general guidance and support where relevant.

Other duties

- Perform other duties that may be assigned by the Manager (or designate).
- Travel to meetings in other locations as required.
- Maintain good working relationships with our Board, staff, supported groups, service users and key external stakeholders.
- Respond to queries from supported groups and external stakeholders
- Participate in team meetings, review sessions and planning events as required.

The role of the post holder will not be limited by reference to this job description. It would be expected that the role will evolve as professional, sectoral and member organisation needs change and the post holder will be expected to demonstrate flexibility skills that will facilitate this.

Qualifications and Skills:

- **Education & Experience:**
 - Relevant qualification and/or experience in administrative roles; experience in non-profit or community organisations is a plus.
 - Basic understanding of financial record-keeping, budgeting, and data management.
 - Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint), Google Workspace, Canva and familiarity with website management (WordPress) and social media platforms.
- **Skills:**
 - Strong organisational skills with excellent attention to detail and the ability to manage multiple tasks efficiently.
 - Good communication skills, both written and verbal, with an ability to create professional reports, presentations, and correspondence.
 - Ability to maintain confidentiality and handle sensitive information with integrity.
 - Familiarity with data protection regulations (GDPR) and compliance standards.
 - Knowledge of LGBTI+ issues and community services is advantageous but not essential.

Key Competencies:

- **Professionalism and Dependability:** Demonstrates reliability and a commitment to maintaining a high standard of professionalism in all tasks.
- **Organisational Efficiency:** Able to manage resources and time effectively, ensuring smooth day-to-day office operations.
- **Tech-Savvy:** Proficient with digital tools for communications, data management, and basic website/social media updates.
- **Attention to Detail:** Careful, thorough approach to all work, from financial data entry to event logistics.
- **Team Support:** Works collaboratively to support colleagues, anticipating and assisting with their administrative needs.

What We Offer:

- A supportive and inclusive work environment with the opportunity to make a meaningful impact on the lives of LGBTI+ individuals..

- Professional development and training opportunities.

Terms of Employment

Location: Cork City.

Contract: 28 Hours per week. Successful candidate will be required to work some evenings and occasional weekends. Flexibility will be required. 12 month contract subject to 6-month probationary period. Renewed subject to ongoing funding.

Salary: €25,234.40 (PRO Rata)

Annual Leave: 20 days per annum

Role Start Date: 6th January 2025

Responsible to: Gay Project Manager

Closing date for receipt of CV and cover letter outlining the reasons why you think you are suitable for this post is **Friday 29th November 2024 at 1pm sharp**.

To Apply:

Please send by email to chair@gayproject.ie (<mailto:chair@gayproject.ie>) and please ensure to add the job title you are apply for in the 'Subject' heading.

Interviews will be scheduled to take place in-person in Cork City in early December 2024.

If you have any queries or would like additional information then you may contact;

- Stephen Spillane, Chair Gay Project chair@gayproject.ie (<mailto:chair@gayproject.ie>) and/or
- Konrad Im, Manager Gay Project konrad@gayproject.ie (<mailto:konrad@gayproject.ie>)

Region

Cork City

Date Entered/Updated

11th Nov, 2024

Expiry Date

29th Nov, 2024

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