

## **Irish Girl Guides: Executive Assistant (Part Time)** **(<https://www.activelink.ie/node/112842>)**



### **Executive Assistant**

Irish Girl Guides (IGG) are recruiting an Executive Assistant. This role is a 1-year fixed term part time position.

The Irish Girl Guides' mission is to enable girls and young women to develop to their fullest potential as responsible citizens of the world. This is achieved by the volunteer leaders running a non-formal educational programme across 400+ units (Clubs) in the Republic of Ireland. The organisation has charitable status and works to ensure it is compliant with all relevant legislation and codes of good practice. The organisation is led by a Board of volunteers.

### **Key Objective of the Role:**

The Executive Assistant will provide high-level administrative support to the senior management team, helping to maximise their efficiency and effectiveness. This role requires strong organisational skills, discretion, and the ability to handle multiple tasks simultaneously.

### **Key Responsibilities will include:**

#### **Administrative Support to the Board and the Chief Commissioner (CC)**

- Support the organisation of events such as Board Meetings, AGM, Planning Day.
- Support the Chief Commissioner in planning and preparation for Board meetings including preparation of agenda and appropriate documentation, collation and distribution of reports and papers.
- Working with relevant committees and staff to ensure the Policies, Procedures, Guidelines and statements schedule dates is followed.
- Circulating minutes and retention of records of meetings- Board and subcommittees.
- Any other administrative support required by Board, the CC and Board sub-committees (Governance, Finance).
- Minute taker for Board meetings (6 Saturdays per year).

#### **Administrative support to the CEO**

- Manage the CEO's schedule, including calendar management, meeting coordination, and travel arrangements.
- Screen, prioritise, and respond to emails, phone calls, and other correspondence on behalf of the CEO
- Prepare, proofread, and edit reports, presentations, and other documents. Ensure proper filing and documentation of important information.
- Assist with the execution of special projects, including research, data collection, and organising information for presentations.
- Assist with preparation of supporting documentation for grant applications.
- Support the planning of staff training events.
- Compilation and distribution of National Office Team meeting minutes.
- Any other administrative tasks that may arise by request of the CEO.

#### **Committee Support**

- Manage the succession process for Board and Committee Chairs .
- Prepare and disseminate Nomination papers.
- Election process using Election Buddy online .
- Communications and liaising with the P&T Commissioner (for P&T committees) and the Chief Commissioner (for Board committees) around same .

## Reporting

The role will report to the CEO or as specified. Other tasks may from time to time be required from the role as directed by the CEO or senior management team.

## Conditions

This position will initially be for one year, dependent on funding with a six-month probationary period. The current salary range for this role is 30,000-34,000 pro rata depending on experience.

The contract will be for three days per week Tuesday to Thursday from 9am – 5pm and is an in-office role. Some evening and weekend work will be required, for which time off is given in lieu. Annual leave is 25 days (21 days plus an additional 4 days' office closure - Easter, Christmas) which is given on a pro rata basis for part-time employees. This job is based at IGG National Training Centre in Tallaght, Dublin 24.

## Person Specification and skills required

- Proven experience as a professional assistant or similar role.
- Highly Proficient knowledge of MS Office (Word, Excel, PowerPoint, Outlook, Teams, Forms) and a can-do attitude towards learning new IT packages.
- Outstanding written and verbal communication skills.
- Strong organisational skills and time management skills.
- Ability to prioritise tasks and deadlines.
- Excellent interpersonal skills and ability to liaise effectively internally and externally
- Proven ability to maintain confidentiality and discretion.
- Ability to work independently and use your own initiative, as well as integrating with a team and adding value.

## Application

If you wish to be considered for this position, please submit a letter of application together with a copy of your CV to [ceo@irishgirlguides.ie](mailto:ceo@irishgirlguides.ie) (<mailto:ceo@irishgirlguides.ie>) by 5pm 20 January 2025.

### Region

Dublin 24

### Date Entered/Updated

20th Dec, 2024

### Expiry Date

20th Jan, 2025

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**Source URL:** <https://www.activelink.ie/vacancies/children-youth/112842-irish-girl-guides-executive-assistant-part-time>