

Raising Films Ireland: Administrative Assistant (Part Time) **(<https://www.activelink.ie/node/113867>)**



Raising Films Ireland are seeking an

Administrative Assistant

Raising Films Ireland (RFI) are looking to appoint a part-time administrator to oversee RFI's day to day activities and support our projects, partnerships, events, and online presence. This role is an exciting new opportunity to support the work of Raising Films Ireland in the following areas:

1. Projects, Partnerships and events.
2. Help create a more flexible working environment for carers who work in the industry
3. Advance our mission to enact tangible changes within the Irish creative screen industries, ensuring that carers and parents no longer face the dilemma of choosing between their caregiving responsibilities and their careers.

JOB DESCRIPTION

Location: Remote/certain events will be site specific

Work Schedule: Part Time Position, 8 hours per week (flexible scheduling). Extra days will be offered for busy periods.

Contract: Fixed Term, 12 months

Salary: €25per hour / €200 per day / €200 per week

Reporting to: The Chairperson, Project Manager and Board of RFI

Responsibilities:

- Assisting with day-to-day administrative requirements of the company e.g. checking company email, updating social media and website, organising schedules.
- Regular engagement and communication with Screen Ireland and other industry stakeholders.
- Assist in maintaining good governance practices within the organisation
- Assist in planning RFI events
- Organise and coordinate Board Meetings
- Support RFI's projects including the Flexible Working Programme, and Case Study development.
- Support the growth of Raising Films Ireland through its development of an operations handbook for the organisation.
- Support RFI in developing a membership community system.

Requirements:

- Previous experience in an administrative or supportive role
- Ability to take initiative and work autonomously
- Ability to deliver projects on time and on budget
- Social Media and Website marketing experience preferable but not essential
- Experience of the Irish screen industry preferable but not essential
- Experience of event planning preferable but not essential
- Communication skills, maintaining and building relationships with RFI's community
- An understanding of corporate governance and compliance requirements preferable but not essential

Raising Films Ireland is a disability, diversity, equity and inclusion employer. We offer remote and flexible working arrangements to suit carers and parents and the successful candidate may be based anywhere in Ireland. When applying for the role please let us know of any accommodation requirements for attending an interview.

Please note this role is a part time role for one day a week for 12 months. There is room to expand this. This role is open to job sharing.

This role may be subject to vetting.

Please submit a CV and cover letter to raisingfilmsireland@gmail.com (<mailto:raisingfilmsireland@gmail.com>) before Friday March 7th at 5:00pm

Region

Remote / Travel

Date Entered/Updated

17th Feb, 2025

Expiry Date

7th Mar, 2025

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