

Irish Council for Prisoners Overseas: Administrative Assistant **(<https://www.activelink.ie/node/114555>)**



Administrative Assistant

Full-time, permanent position
(subject to a six-month probationary period)

The Irish Catholic Bishops' Conference wishes to appoint an Administrative Assistant to support the work of the Irish Council for Prisoners Overseas (ICPO). The ICPO provides information, advice and support to Irish people in prison overseas and their families.

The successful candidate's duties will include:

- Day to day running of the office including telephone, correspondence and directing inquiries
- Managing office resources, stationary orders, information materials, photocopying and printing
- ICPO Salesforce database management
- Supporting the Coordinator in the planning and preparation of documents for Council meetings, minute taking at meetings and preparing same for circulation
- Designing and coordinating ICPO Newsletters and other materials to all clients
- Assisting the Coordinator in the preparation of annual reports, PowerPoint presentations and information resources
- Supporting the implementation of social media strategies on platforms such as Facebook and X (formerly Twitter) and updating the ICPO website, as required

Essential criteria:

- A minimum qualification at NFQ level 6, or equivalent; OR a minimum of 3 years' experience working in a busy office environment
- A full range of secretarial skills with a high level of computer literacy and familiarity with all Microsoft Office Suite products and client management databases such as Salesforce
- Experience in Social Media platforms and Digital Marketing
- Practical working knowledge of WordPress application

Criteria may be enhanced to facilitate short-listing

The successful candidate will also have:

- Excellent organisational and administrative skills with the ability to manage high workloads, prioritise tasks, meet deadlines, and adapt proactively in a dynamic environment
- Excellent written and verbal communication skills
- The capacity to work independently and as part of a collaborative team

Desirable criteria:

- Have a commitment to social justice and equality
- Experience of working in a charitable or voluntary organisation

Location:

The successful candidate will be located in the offices of the Irish Catholic Bishops' Conference, Columba Centre, St Patrick's College, Maynooth, Co Kildare.

The employer provides a hybrid working policy that allows for three days based in the office in Maynooth and two days working remotely per week.

A competitive remuneration package, commensurate with experience, will apply to this appointment.

A detailed job description is available on [Careers | Irish Catholic Bishops' Conference](https://www.catholicbishops.ie/about/careers/) (<https://www.catholicbishops.ie/about/careers/>).

Applicants should send a CV and covering letter with any additional relevant information to: Chief Operating Officer, Irish Catholic Bishops' Conference, Columba Centre, St Patrick's College, Maynooth, Co Kildare W23 P6D3; or via e-mail to admin@iecon.ie (<mailto:admin@iecon.ie>)

Closing date for receipt of applications: 4.00 pm on Wednesday, 2 April 2025.

Region

Maynooth, Co Kildare / Hybrid

Date Entered/Updated

20th Mar, 2025

Expiry Date

2nd Apr, 2025

Attachment

[Job Description for ICPO Administrative Assistant 19 March 2025 \(Final\).docx](#)

Size

39.8
KB

Source URL: <https://www.activelink.ie/vacancies/civil-liberties-human-rights/114555-irish-council-for-prisoners-overseas-administrative-assistant>