

## **Prader-Willi Syndrome Association of Ireland: Administrator (Part Time) (<https://www.activelink.ie/node/115134>)**



### **Job Title: Administrator (12-month Fixed Term Contact)**

**Location:** Remote with some travel

**Reports To:** Deputy Chair

**Hours:** Part time, 20 hours per week,

**Salary:** €29,120 - €31,915 (pro rata per annum)

### **About the Charity:**

**PWSAI** is a national charity committed to enhancing awareness and understanding of Prader-Willi Syndrome (PWS) in Ireland. Although small in size, our organisation makes a significant impact by striving to improve the quality, accessibility, and range of care, education, and support services available to individuals living with PWS. Driven by a dedicated and passionate team, we depend on the expertise and commitment of professionals to ensure the effective operation of our initiatives and services.

### **Job Overview:**

We are looking for an organized and proactive Administrator to support the day-to-day operations of our charity. Reporting to the Vice Chair with a dotted line into the Secretary, you will be responsible for a range of communication, marketing and administrative tasks, helping us maintain efficient operations and providing excellent service to our beneficiaries, donors, and volunteers. There will be a requirement to work some weekends and evenings based on supporting the need of the board and sub-committee groups. This is a fixed term contract for 12 months. (Contract extension will be subject to review)

### **Key Responsibilities:**

#### **Communication & Marketing Support:**

- Responsible for the development of basic digital content, such as visuals or social media graphics and for managing social media creation, content and updates.
- Administer website content and ensure it remains current.
- Draft and send regular updates to donors, volunteers, and supporters.
- Proofread and ensure all content is accurate and aligned with the brand's voice.

#### **Administrative Support:**

- Preparing documents, reports, and presentations.
- Track and acknowledge donor contributions
- Handle calls, emails, and post, directing inquiries to the relevant team members.
- Preparing board packs and presentations for board meetings
- Assist in managing the calendar of Board meetings and scheduling meetings.
- Assist in the preparation and organization of charity events, campaigns, and fundraising activities.

- Record and manage confidential data, including donor and volunteer information.
- Admin support to the National Development Manager when required

## Database & Record Management:

- Maintain accurate records in charity databases (e.g., donor and volunteer records).

## Skills & Qualifications:

- Strong organizational and time-management skills.
- Good written and verbal communication abilities.
- Proficient in Microsoft Office Suite (Word, Excel, Outlook) and familiarity with basic office equipment essential
- Proficiency in online digital design tools e.g. Canva essential
- A compassionate and professional attitude, with a genuine desire to contribute to the charity's mission.
- A strong working understanding of Prader-Willi Syndrome.

## Desired Experience:

- Previous administrative or office experience (preferably in a charity or non-profit setting).
- Experience working with volunteers or donors would be beneficial.

## Travel:

From time to time there will be travel required to attend different meetings e.g. Board meetings, meetings with Parents and Families etc. Expenses will be paid in line with HSE guidelines, with advance approval from the Deputy Chair of PWSAI

## How to Apply:

Interested candidates should send their CV and a cover letter to [gary.brennan@pwsai.ie](mailto:gary.brennan@pwsai.ie) (mailto:gary.brennan@pwsai.ie).

**The closing date for applications is Friday 25th April 2025**

**Interviews planned for week beginning 12th May 2025**

### Region

Remote

### Date Entered/Updated

16th Apr, 2025

### Expiry Date

25th Apr, 2025

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**Source URL:** <https://www.activelink.ie/vacancies/interest-groups/115134-prader-willi-syndrome-association-of-ireland-administrator-part-time>