

**Administrator**

Job Description

Inclusion Ireland is a national advocacy organisation that works to promote and secure the rights of people with an intellectual disability.

We work towards the full inclusion of people with intellectual disabilities by supporting people to have their voices heard and advocating for rights under the United Nations Convention on the Rights of People with Disabilities (UNCRPD)

We are looking for a candidate who has a passion for technology, as a key part of this role is using technology to make daily operations smoother, support the project teams and keep communication and data organised.

We value diversity of strengths, and although the below description is comprehensive, we understand there are many unique ways of delivering change for our community.

**Salary**

The salary for this role is set at €30,809 per year.

**Reporting Relationship**

Finance & Governance Lead

**Overall Responsibilities**

The successful candidate will be responsible for developing, maintaining and ensure the effective administration of the office of Inclusion Ireland and support the work of the project team.

The nature of the role requires the Administrator to understand and fully comply with the highest standard of confidentiality, adherence to Inclusion Ireland values and GDPR.

**Key Duties and Responsibilities:**

Office Administration

* Manage correspondence, including phones, email, post and in person queries
* Record calls in Salesforce, staff team and follow up on enquiries
* Provide support to colleagues and self-advocate directors as required
* Assist with filing, archiving, and general admin support
* Maintain office supplies and liaise with suppliers
* Book hotels, transport, and organise meeting rooms
* Record meeting minutes in accessible format
* Work with the team to maintain professional standards in office space

Finance Administration

* Manage invoices, purchases, and expenses
* Process and record receipts in Salesforce
* Issue receipts and invoices as required
* Record and report credit card expenses

IT

* Arrange new equipment and repairs with IT support
* Manage tech issues, login details, and IT inventory
* Manage Salesforce staff users

Membership

* Maintain membership records and communicate with members
* Maintain Mailchimp membership list
* Liaise with affiliated organisations and individual members and maintain up to date database and reports.

Support to CEO & Board

* Assist with CEO diary management and meeting arrangements
* Correspond with Board Members and provide general support

Events

* Help organise events, event venue, sign in attendees, and track registrations
* Transport materials and edit webinar videos

Project Support

* Email marketing
* Managing influx of requests, sharing information, and responding efficiently and professionally to stakeholders
* Setting up meetings
* Liaising with companies and Inclusion Ireland team on logistics
* Keeping a record of engagement, bookings and learnings to enhance our processes

Standards

* Maintain confidentiality, accuracy, and data integrity
* Communicate effectively and complete tasks efficiently
* Communicate courteously and effectively with the public, members and staff
* Participate in supervision and adhere to Inclusion Ireland’s values

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| **Skills & Attributes** | **Essential** | **Desirable** |
| 3 years’ experience in a dynamic office environment | **√** |  |
| Proficient in Microsoft Office & cloud-based collaboration tools | **√** |  |
| Excellent verbal and written communication skills | **√** |  |
| Organisational skills and ability to manage digital workflows | **√** |  |
| Flexibility  | **√** |  |
| Team player with problem solving mindset | **√** |  |
| Self-Motivated with passion for technology and innovation | **√** |  |
| CRM, Salesforce and SharePoint  | **√** |  |
| Knowledge of bookkeeping procedures |  | **√** |
| Website maintenance and content updates |  | **√** |

**Additional Information:**

**Place of Work:** Inclusion Ireland office: Unit C2, The Steelworks, Foley St, D1

**Number of Hours per Week:** 35 hours per week over a 5 days

**Contract:** Permanent contract

**Benefit:** 5% employer pension contribution, 25 days annual leave per year, 5 discretionary leave (1 day good Friday and 4 days over Christmas) and access to Employee Assistance Programme (EAP) services.