

Administrative Assistant to the CEO

JOB DESCRIPTION

Name and address of employer

Carmichael Centre for Voluntary Groups

Carmichael House, North Brunswick Street, Dublin 7.

Job title

Administrative Assistant

Responsible to

On a day-to-day level: CEO

For other employment matters: Supervisor of Community Services Programme (CSP).

Overall purpose of the job

Providing administrative support to ensure the smooth running of the Centre. This post is funded by the Community Services Programme managed by Pobal and eligibility criteria apply (see below).

Areas of work

HR Support

- Recording and tracking staff timesheets, Annual Leave & Sick Leave
- Maintenance of employee HR files
- Co-ordinating the performance review process

Governance & Company Secretarial

- Providing Company Secretarial Support
 - Preparation of the Board packs
 - Capturing the Minutes and circulating to the board
 - Supporting the board sub-committees as required
 - Maintaining the Members register
 - Signing of the Conflict of interests and code of Conduct policies annually by board members
 - Maintaining the Board tracker
- Co-ordinating the drafting of Annual Report
- Co-ordinating the completion of the tasks on the Governance Compliance Schedule
- Co-ordinating the maintenance and annual update of Carmichael's Charities Governance Code Compliance Record Form

Services & Stakeholder Relationship Management supports

- Supporting the organisation and running of the annual Good Governance Awards
 - Panel of Assessors
 - Panel of Technical Reviewers
 - Panel of Judges
 - Promotional material
 - Website updates
 - Publicity & awareness creation
 - Sponsors & Supporters
 - Managing entry & judging process
 - Awards night event management
- Supporting the organisation and running the Mentoring Programme

Carmichael.

- Supporting the organisation and running Board Chairs Network
- Co-ordinating Carmichael's input/involvement Charity Trustee Week
- Maintaining Stakeholder Relationship Management Plan

CEO support

- Co-ordinating the development Annual Operational plans for each of our service areas
- Maintaining and updating the Risk Register
- Co-ordinating the production of the Quarterly Key Performance Indicators Dashboard
- Organising and supporting Mgmt team meetings
- Co-ordinating the production of Returns to CRA & other funders Pobal & HSE
- Co-ordinating Carmichael's compliance with GDPR requirements
- CEO diary management

Person Specification

- Eligibility for Community Services Programme is a preference (see below)
- Excellent oral and written communication skills
- Excellent administration skills with attention to detail and accuracy
- Good telephone manner
- Good knowledge of community, voluntary & charity sector
- Ability to work on own initiative
- Proficient in Microsoft Outlook, Word, Excel
- Familiarity with databases and database management.

Place of work

Carmichael Centre

Hours of work

30 hours per week plus half hour lunchbreak per day.

Salary

€18,720.

Review

This job description to be reviewed at regular intervals.

Community Services Programme

Eligibility Criteria

If you are:

- Person in receipt of Jobseeker's Benefit (JB), Jobseeker's Assistance (JA) or one parent family payment (OPF)
- Persons in receipt of disability allowance (DA), invalidity pension, blind persons pension or other disability benefit
- Travellers in receipt of Jobseeker's Benefit or Jobseeker's Assistance or one parent family benefit
- Stabilised and recovering drug miss-users
- People employed from Tús, Community Employment (CE) and Job Initiatives (JI) schemes are deemed eligible. Former RSS workers who were previously CE placements are also eligible.
- Ex-prisoners may be eligible.

The CSP Employment Eligibility Form is required to be completed at the time of recruitment, signed by DEASP, and retained by the employer for each employee.

Individuals in CSP supported worker posts may retain entitlement to secondary welfare benefits, as determined by the DEASP. Individuals entering CSP supported posts are not entitled to Back to Work Allowance, but they are entitled to this allowance on moving on from a CSP supported post to mainstream employment in the labour market.

More information on your eligibility and retention of social welfare entitlements may be obtained from your local social welfare office.