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Carmichael is a leading specialist training and support body for nonprofits in Ireland. Our training, support and resources enable our members and partners to be:

* Better informed and equipped to carry out their own remits more effectively
* Aware of and able to employ best practice for good governance
* Better networked with and supported by peer organisations
* More efficient and effectively run so that they are trusted by their funders and supporters.

**Our Mission**

To work with nonprofit organisations to enhance their governance and effectiveness in delivering their objectives, by using Carmichael’s sector knowledge, experience, resources and physical space to help them achieve real and positive change for their beneficiaries.

**Our Vision**

A society where nonprofit organisations are valued and supported to achieve their goals and positively impact their beneficiaries and communities.

**Our Values**

Good Governance: We uphold and promote the principles of good governance: integrity, transparency, accountability effectiveness and leadership.

Communities of Practice: We operate as a leader across the sector to build communities of practice spreading knowledge and embedding insights into organisational performance.

Quality: We strive for the highest possible standards of professionalism and expertise in everything we do.

Responsiveness: When organisations contact us, we work with them to meet their needs. We work to understand the needs of nonprofits that contact us and respond with solutions that are practical and tailored to their specific requirements.

**JOB DESCRIPTION**

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| **Job Title:** | Administrative Assistant REF - 2261093 |
| **Company:** | **Carmichael**  |
| **Location:** | Carmichael Centre, North Brunswick Street, Dublin 7. |
| **Department:** | CE Scheme  |
| **Place of work:** | Parentline  |
| **Reports to:** | Ed Murphy  |
| **Hours of work:** | 19.5 |
| **Job Purpose:** | **Admin**  |
| **Key Responsibilities:** | * Become familiar with Parentline and its key activities; assisting in co-ordination of communications with the volunteers and members and providing appropriate information and support as required
* Be a point of contact for volunteers, members and all other interested parties; respond to phone queries/answer emails and follow-up in a timely manner
* Assist in the efficient management of all aspects of the running of the Parentline office including developing and improving systems and processes to improve efficiency. Ideally this requires a knowledge of Salesforce.
* Ensure that filing and records systems are in place and maintained for easy and quick retrieval and that all records are kept current and accessible - Provide administrative support to the CEO for the efficient running of all Board meetings, AGMs and Volunteer training to include co-ordination of documentation, circulating documents., booking meeting room and equipment.
* Assist with the co-ordination of external communications including website, social media and any publications.
* Deal with suppliers; maintain records of orders, invoices and related documentation, expenses and re-imbursements; ensure records are kept of all financial accounts and financial matters relating to Parentline –
* Manage the Salesforce database ensuring confidentiality, privacy and compliance with GDPR and undertake research and formulate statistical reports from the data-held
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| **Requirements:** | Essential* **21 years or over and in receipt of a qualifying social welfare payment for 1 year or more or 18 years and over for certain disadvantaged groups**
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|  | Desirable* Be a hardworking and flexible individual
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| **Education/Qualifications:** | Essential* NA

Desirable* NA
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| **Salary and Benefits:** | CE Rates |
| **Review:** | Performance and Job Description Reviewed Regularly. |
| **How to apply:**  | Through your Local Intreo Office (Social Welfare) |
| **Closing Date for Applications:** | REF 2261093 22/02/2023 |