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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 organizations
* More efficient and effectively run so that they are trusted by their funders and supporters.

**Our Mission**

To work with nonprofit organizations 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 organizations 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 organizational performance.

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

Responsiveness: When organizations 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  |
| **Company:** | **Carmichael**  |
| **Location:** | Carmichael Centre, North Brunswick Street, Dublin 7. |
| **Department:** | Carmichael |
| **Place of work:** | **Phoenix Park Cricket Club**  |
| **Reports to:** | Ed Murphy - Phoenix Park Cricket Club |
| **Hours of work:** | 19.5  |
| **Job Purpose:** | **Administration**  |
| **Key Responsibilities:** | Main duties* *Maintain the information displays in the club pavilion and help with the hosting of events across the year.*
* *Work with club officers to prepare newsletters, organise club events such as Heritage week presentations, promote club activities via social media.*
* *Create promotional work including exhibitions, presentations or media work, as well as the curatorial skills of selecting, arranging and cataloguing archives.*
* *Organise archival records and develop classification systems to facilitate access to archival material.*
* *Digitise existing records including photographs and other records and develop online access platforms.*
* *Other admin and tasks to support the opening and running of the club pavilion as appropriate*
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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 to be eligible for the Community Employment Scheme.**
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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:** | **REFERENCE 2293665 – CLOSING DATE 06/09/2023** |