

JOB DESCRIPTION

Job Title	Administrator (Full-time 37½ hours per week)
Post Location	Cork
Details of Service	The Cork Alliance Centre works with people released from prison. The Centre supports people make a 'fresh start', both in terms of reducing offending and restoring their positive connections with their family, friends, community, society and with themselves. Our work seeks to facilitate people to become generally better equipped to manage their lives more positively, as they seek to live a crime free life
Reporting to	The post holder will be responsible to the CEO
Purpose of the Post	<p>The role is to engage in administrative support ensuring the efficient operation of Cork Alliance Centre. The Administrator will be committed to the values and mission of the Cork Alliance Centre and will demonstrate this through their interactions with others, and how they approach their work. The Administrator is expected to have high professional standards, be self-motivated and be able to work on their own initiative as well as being part of a team.</p> <p>With this role, you will have the opportunity to:</p> <ul style="list-style-type: none"> ▪ Join a progressive, dedicated and supportive team. ▪ Receive a competitive salary. ▪ Continually learn and develop. ▪ Work within an inclusive and engaging environment
Principal Duties and Responsibilities	<p>All duties to ensure the effective and efficient operation of the project including:</p> <ul style="list-style-type: none"> ▪ General Administration: reception administration including in-person, phone and email queries and post; updating website; managing office software, office management including liaising with suppliers including IT support; maintaining office equipment and environment; event administration including booking meeting rooms for outside visitors, arranging catering etc., minute taker at various meetings. ▪ Grant Administration: support grant application process, keep records and produce reports as required. ▪ Finance & Governance Activities: supporting the Management to carry out their finance and governance functions, including prepare monthly financial reporting; systematic filing records and documents; processing all payments as authorised by management, liaising with external bodies as necessary; submission of statistical, financial and narrative reports to statutory authorities and funders. ▪ Data Protection: Act as the data protection champion for the Cork Alliance with Management. Facilitate the implementation and ongoing maintenance of our data protection policies and ensure privacy by design in all new system projects. Maintain all records in line with policies and GDPR guidelines.



	<ul style="list-style-type: none"> ▪ Health & Safety: Act as the Health and Safety champion for the Cork Alliance with Management. administer the implementation and ongoing maintenance of Health and Safety policies, practices and record keeping. ▪ Participate in regular supervision with line manager, attend staff meetings and professional development opportunities, in-service and other relevant training. ▪ Participate in the operations of the organisation. ▪ Practice in accordance with Cork Alliance Centre policies and standards. ▪ Observe professional ethical standards and behaviours as required by organisation policies and guidelines.
Skills, competencies, & knowledge	<ul style="list-style-type: none"> ▪ Demonstrate a minimum 3-years administration and organisational skills in an office environment. ▪ Demonstrate high level of proficiency IT skills in MS Office (Word, Outlook, Excel, PowerPoint and Teams), payroll (CloudPay) and website management (Wix) and ability to adapt to new software. ▪ Demonstrate experience in administering Health and Safety policies, practices and systems. ▪ Demonstrate comprehensive understanding of data protection, GDPR and experience in administering information management systems. ▪ Demonstrate good attention to detail and be highly organised with high professional standards. ▪ Demonstrate flexibility and an ability to manage deadlines and effectively handle multiple tasks and be self-motivated. ▪ Demonstrate an ability to maintain personal and professional boundaries, and a commitment to continuing professional development. ▪ Demonstrate effective interpersonal and communication skills, and the ability to work effectively and confidently both as part of a team and independently, under supervision.
Other requirements specific to the post	<p>The role is based in our Cork office.</p> <p>Within public health guidelines, working from home may also be required at times.</p> <p>Each employee holds a duty of confidentiality towards both the Cork Alliance Centre as their employer, and the people who access our service</p> <p>Garda Vetting is required for the position.</p> <p>Applications from people with convictions/prison in their past are welcomed.</p>
Salary Scale	€34,976 - €47,540
Contract	Subject to funding

Note: The job description is a guide to the general range of duties assigned to the post. It is intended to be neither definitive nor restrictive and is subject to periodic review.

