

ECO-UNESCO

Ireland's Environmental Education and Youth Organisation



Opportunities at ECO-UNESCO

Office Manager & Personal Assistant

Are you energetic, enthusiastic and motivated? Are you passionate about the environment and working with young people? If the answers are yes, then maybe a job with ECO-UNESCO is the one for you!

Background

ECO-UNESCO is Ireland's environmental education and youth organisation affiliated to the World Federation of UNESCO Clubs, Centres and Associations. Through the provision of a wide range of environmental programmes and services, ECO-UNESCO seeks to raise awareness of environmental issues and to promote the personal development of young people through practical environmental projects. ECO-UNESCO works with over 10,000 young people annually all across Ireland and delivers a wide range of youth, education and training programmes.

ECO-UNESCO seeks applications from energetic, enthusiastic and motivated people with passion and drive who enjoy the challenge of working in a growing environmental youth organisation.

ECO-UNESCO seeks to employ an **Office Manager & Personal Assistant** to assist the organisations development and growth.

Job Title:	Office Manager & Personal Assistant
Reporting to:	National Director & Operations Manager
Job purpose:	This is a position of responsibility within the organisation, and applicants should be able to demonstrate the ability to take on such responsibility. The role offers an exciting opportunity to work in a growing environmental organisation.
Key responsibilities:	<ul style="list-style-type: none"> ■ To ensure the efficient operation and condition of the ECO-UNESCO office ■ To coordinate reception and public enquiries (handling phone, email and post) ■ To deal with invoicing, payments, receipts and to support the Finance Officer. ■ To maintain and actively manage current office systems and procedures and devise new office systems and procedures where necessary – these include all data management (use of Salesforce CRM), all filing, and maintaining / safeguarding sensitive data and all office records. ■ To liaise with key organisational suppliers including telephone, internet, IT, maintenance ensuring all systems are maintained effectively. ■ To order materials for the organisation and maintain stock control in the organisation ■ To coordinate bookings including taking and recording bookings, handling payments, confirming attendance, coordinating room setup and keeping an equipment log and maintain all records in Salesforce.

	<ul style="list-style-type: none"> ▪ To act as a personal assistant to the National Director – this includes the provision of daily communication and administrative support, diary management, organising and maintaining all files connected with the Director’s office ▪ To work on administration of human resource functions including recruitment – duties include coordinating inductions for all staff, interns and students on placement, interview scheduling, CV screening, all correspondence with applicants before & after interviews. ▪ To assist with completion of reports, responses to funding applications, drafting of policies as requested; research as requested ▪ To maintain ECO-UNESCO’s Salesforce CRM system ▪ To oversee and administer the intern, Transition Year work experience and volunteer programme, providing support and training ▪ To act as Health and Safety Officer, ensuring all suppliers provide insurance and method statements for all work done on site. ▪ To act as Fire Officer/Fire Warden – coordinate fire drills, first point of contact for emergency services, and contact for alarm monitoring company of building. (including out of hours) ▪ Act as Supervisor to Administration Assistants in Reception and be main point of contact for staff working on TUS programme. ▪ Act as a point of contact for anyone looking for information relating to our child protection policy (named contact person on Child Protection Statement). Duties also include ensuring all staff, volunteers and interns are fully Garda Vetted and have completed Child First training.
Equal Opportunities:	ECO-UNESCO has an Equal Opportunities policy and all employees are expected to develop an understanding of and commitment to equal opportunities.
Location of post:	ECO-UNESCO’S Headquarters, 9 Burgh Quay, Dublin 2
Time commitment	Initial contract 12 months; which can be extended with agreement by both parties, on satisfactory performance and subject to funding. Hours - full-time position 35 hours Flexibility is required for occasional evening and weekend working.

Personal Specification

Qualifications:	
Business Administration or related qualification	Desirable
People Management	Desirable
Experience	
At least 2 years’ experience and a demonstrable ability in office administration and management	Essential
Previous financial administration –dealing with Petty Cash; Credit Card Bookings; Lodgements and withdrawals etc	Desirable
Experience in the role of a personal assistant	Essential
Knowledge &Skills	
Solid understanding of the importance of adhering to financial procedures.	Essential
Excellent administrative and organisational skills with a high attention to detail	Essential
Excellent communications, interpersonal skills and good phone manner	Essential
Excellent IT skills. Experience with Office 365 and/or Salesforce an advantage	Essential
Proven ability to manage complex work loads, work to tight deadlines and under pressure	Essential

Solid experience of all aspects of volunteer management; ability to supervise volunteers; interns; TUS/CE scheme workers and work experience students including Transition Year students.	Desirable
Experience in HR administration – organising interviews, CV screening, managing Annual Leave databases.	Desirable
Disposition	
Be a self-starter with a positive, can do attitude at all times	Essential
Be a problem solver and creative	Essential
Be dependable and flexible	Essential
Be committed to the values and principles of ECO-UNESCO	Essential
Be committed to working as part of a team	Essential
Be able to take direction	Essential
Closing Date of application:	<p>Please send a copy of a completed Application Form (below) with a Cover Letter to: Email: recruitment@ecouneso.ie Please mark in subject line: Employment Opportunities – Office Manager & Personal Assistant</p> <p>To post please send to: Employment Opportunities, (Office Administrator/ Manager & Personal Assistant) ECO-UNESCO, 9 Burgh Quay, Dublin 2</p> <p>by Friday 18 January 2019 at 5pm</p> <p><u>Start Date:</u> Immediate</p>
Remuneration	Depending on experience. A salary scale will apply.
Please note:	<p>Applicants may be placed on a panel for positions that may arise in the future. We will hold unsuccessful applications on file for a period of 12 months after which it will be deleted.</p> <p>By completing and submitting this form you are granting your consent for ECO-UNESCO to process the personal data contained within for the purposes of recruitment.</p>

ECO-UNESCO
APPLICATION FOR EMPLOYMENT



Please complete all sections of the form. No application will be accepted without a completed form.

Position applied for:	Office Manager & Personal Assistant
Where did you see the post advertised?	

PERSONAL DETAILS	
Title	
Surname	
Forename(s)	
Address	
Work tel. no.	
Home tel. no.	
Mobile tel. no.	
E-mail	

PRESENT OR LAST POST	
Post	
Employer	
Date from/to	
Summary of achievements	

PREVIOUS POSTS				
Employer	From	To	Post	Summary of achievements

EDUCATION AND QUALIFICATIONS			
School / college / university...	From	To	Qualifications

LANGUAGE SKILLS					
		Fluent	Moderate	Learning	None
ENGLISH	Speaking				
	Writing				
IRISH	Speaking				
	Writing				
Add additional languages (with levels), or comments:					

OTHER RELEVANT EXPERIENCE	
Administrative Management experience	Please provide details...
Skills and Experience in Information Technology	Please provide details...
Volunteer Management Experience	Please provide details...
Youth work and/or educational experience	Please provide details...
Professional courses/training attended	Please provide details...
Relevant interests	Please provide details...

Details on how your skills and experience meet the requirements of the post as set out in the Job Description

Qualifications		Yes/No
Experience		
At least 2 years' experience and a demonstrable ability in office administration and management	Essential	
Experience in invoicing, making payments; liaising with book keepers.	Essential	
Experience in the role of personal assistant	Essential	
Knowledge and Skills		
Excellent financial skills (invoicing, making payments, receipts, recording information)	Essential	
Excellent administrative and organisational skills	Essential	
Excellent communications, interpersonal skills and good phone manner	Essential	
Excellent IT skills. Experience with Office 365 and/or Salesforce an advantage	Essential	
Proven ability to manage complex work loads, work to tight deadlines and under pressure	Essential	
Working knowledge of a CRM such as Salesforce	Essential	
Some experience in the voluntary sector with a genuine interest in development of young people and environmental protection.	Desirable	
Disposition		
Be a self-starter with a positive, can do attitude at all times	Essential	
Be a problem solver and creative	Essential	
Be dependable and flexible	Essential	
Be committed to the values and principles of ECO-UNESCO	Essential	
Be committed to working as part of a team	Essential	
Be able to take direction	Essential	

STATEMENT IN SUPPORT OF YOUR APPLICATION

Please outline your motivations for wanting this post.

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ADDITIONAL QUESTIONS

If successful, what is the earliest date that you could start the job?

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REFEREES

Please provide details of two referees, including your present or most recent employer. We will not contact your referees until we have informed you and received consent.

1	Name	
	Position	
	Address	
	Tel. No.	
	E-mail	

2	Name	
	Position	
	Address	
	Tel. No.	
	E-mail	

DRIVING ABILITY

Do you hold a current, full and clean Driving License valid in Ireland? Yes / No

DECLARATION

I declare that the statements made by me in this application are true and that the accuracy thereof shall be a condition of any contract of employment offered to me by ECO-UNESCO:

Signature of Applicant	
Date	

Please e-mail your completed form to recruitment@ecounesco.ie or return it by post to:

Employment Opportunities
(Office Manager & Personal Assistant)
ECO-UNESCO
9 Burgh Quay
Dublin 2
Ireland

Closing date for applications is Friday January 18 2019 at 5pm.