



Treoir, in partnership with its member agencies, promotes the rights and best interests of unmarried parents and their children through the provision specialist information and advocacy for their rights. Treoir's vision is an Ireland where non-marital families are afforded the same legal and constitutional recognition and protection as families based on marriage. This position is funded through the Schemes for National Organisations. The Scheme to Support National Organisations is funded by the Government of Ireland through the Department of Rural and Community Development and administered through Pobal.

Job Description

Office Administrator – Full time

Full time Job Description:

The Office Administrator will provide back-up and support to the CEO of Treoir as well as the Treoir staff team.

Duties include:

- Ensure the office and organisation function smoothly.
- Provide administrative back up to CEO and Treoir staff team.
- Schedule meetings, take minutes at council, committee, team and other meetings as required.
- Provide reception duties as required.
- Track and update Treoir's policies and procedures in line with the Governance Code as required.
- Work with Treoir's Salesforce CRM system and update contact lists.
- Liaise with external service providers, book venues, catering etc.
- Ensure office stationery is fully stocked and accounted.
- Ensure the office is compliant with all Health & Safety requirements.
- Assist in the production of reports, materials, and publications, including proof reading and liaising with printers.

- Liaise with the Finance officer to ensure records are filed and financial systems are operational as per Treoir's policy.
- Other administrative duties as requested by CEO.

The Administration Officer's duties will be subject to ongoing review by the organisation in line with our Strategic Objectives.

Note - this job description is not exhaustive. Treoir reserves the right to add to or revise it at any time in agreement following discussion with the post holder.

Standard Clauses

- The post holder must at all times carry out their responsibilities with due regard to Treoir's Equal Opportunities Policy and Safeguarding Policy.
- The post holder must accept responsibility for ensuring that the policies and procedures relating to Health and Safety in the workplace are adhered to at all times
- The post holder must respect the confidentiality of data stored electronically and by other means in line with General Data Protection Regulations. (GDPR)

Reporting Relationship

The Administrator will report to the CEO of Treoir.

Location

Treoir's office, currently at 28 North Great Georges Street Dublin 1 D01HY46.

Duration of Contract: Full time contract of 35 hours per week subject to the continuation of funding.

Remuneration: Salary will be commensurate with experience. It will be on Treoir's Finance and Administration scale which is €26,252 - €38,515

Method of payment: Payment will be monthly by credit transfer.

Hours of work: Normal work times are between 9.00 – 17:00. Flexibility will be expected and offered. Overtime payments are not applicable to this post.

Person Specification:

Essential:

- A qualification in a relevant area such as business/information or secretarial studies.
- At least two years' experience in a similar role or other relevant experience.
- The ability to work under pressure and show initiative.
- Fluency in written and spoken English.

- Eligibility to work within the EU.
- Excellent communication and interpersonal skills.
- Excellent time management skills and attention to detail.
- The ability to prioritise tasks.
- Proficiency in the use of the Microsoft Office Suite. This includes Word, Excel, PowerPoint, Teams, and Outlook.

Desirable:

- Knowledge of Non-Profit Organisations.
- Experience of CRM systems, especially Salesforce.
- Experience of Health and Safety requirements.

Please send a CV, application form and accompanying letter focusing on how your skills and attributes match the post. These should be emailed to recruitment@treoir.ie with the job title '**Office Administrator**' clearly marked in the subject line, no later Friday 14th February 2025 at 12pm. Interviews will likely take place in the week of 24th February.