

## Job Description:

### Administrative Assistant (Full-time)



Irish Girl Guides (IGG) is recruiting for the role of an Administrative Assistant in its National Office.

IGG's mission is to enable girls and young women to develop to their fullest potential as responsible citizens of the world. This is achieved by the volunteer leaders running a non-formal educational programme with 560 units across all counties in the Republic of Ireland. The organisation has charitable status and staff work with the volunteers to ensure IGG is compliant with all relevant legislation and best practice in the youth and charity sector.

### Main responsibilities

- Answering the telephone and front door, ensuring there is telephone coverage when away from desk for any length of time.
- Managing any general enquiries by telephone, post, in person or by email.
- Responsible for scheduling meeting room bookings in National Office.
- Responding to enquiries from Leaders and any Online Guide Manager (OGM) enquiries from volunteers.
- Liaison between parent and appropriate Regional Development Officer (RDO) regarding new membership enquiries.
- Logging and sending outgoing post and distribution of incoming post.
- Forwarding post to volunteers and reference checks for new Leaders.
- Providing Branch support with mail outs.
- Responsible for filing insurance forms received from Unit Leaders and any follow up required.
- Updating OGM with new Leader information once application forms are received.
- Recording, preparation and issuing of Warrant certificates.
- Recording of New Unit forms and issuing certificates.
- Distribution of membership badges following payment of annual census.
- Preparation and posting / courier of new Leader packs, Unit Helper application forms, and other such IGG paperwork as required by members.
- Co-ordination and distribution of Sangam (Indian World Centre) stock in National Office to regions when requested.
- Liaising closely with the Gaisce Co-ordinator regarding Gaisce applications received.
- Responsible for regular stock of office stationery and kitchen consumables.
- Managing waste collection and ensuring bins are collected on schedule each week.
- Support Distribution Centre staff when requested and ensuring there is always sufficient supply of packs and booklets.
- Other ad hoc duties as requested by the CEO

### Person Specification

- Excellent written and verbal communications skills.
- Excellent interpersonal skills and the ability to liaise effectively and confidently at all levels internally and externally.
- Knowledge of Eventbrite, Zoom, Microsoft Office, Teams and an overall competency in IT.
- Be enthusiastic, ambitious and keen to learn new skills with a positive attitude.
- Strong organisational skills and good time management.
- Proven ability to maintain confidentiality and discretion.
- Ability to juggle tasks and hit deadlines.
- Self-motivated and ability to work within a team.

- Attention to detail, conscientious and have an ability to work on your own initiative.
- Experience of volunteering or working with volunteers an advantage.

### **Competencies**

- Teamwork
- IT Proficient
- Responsibility
- Communication
- Planning and Organising

### **Conditions**

This position will initially be for two years, with a six-month probationary period. The current salary, due to funding constraints, is €24,500 per annum. Contract will be for five days per week (Monday to Friday) from 9am – 5pm. Some evening and weekend work is required, for which time off is given in lieu. Annual leave is 25 days. This job is based in the National Office currently in Donnybrook and will be moving to Tallaght.

### **Application**

Please email a cover letter and CV with contact details of two referees to:  
Claire Barkey, [ceo@irishgirlguides.ie](mailto:ceo@irishgirlguides.ie)