March 2019

Governance and Patronage Assistant

Job Description

*The role of GP Assistant is to provide support to a wide range of functions within the Governance and Patronage Team and to provide ad hoc admin cover within the National Office. Educate Together is an educational charity which is pioneering the development of values-driven and rights-based education in Ireland. In particular, the schools it develops are based on the productive, respectful partnership between the professional role of teachers and the voluntary involvement of parents and supporters. The National Office will represent this organisational ethos with an organisational style of supportive teamwork with clearly defined areas of responsibility.*

This work will include: -

Primary Duties

Liaising with our network of schools by phone and email

Initially becoming a Garda vetting clerk user to assist with processing Garda vetting applications (high volumes of data entry)

Becoming a Garda vetting liaison person and assisting the GP Programme Manager and Officer in overseeing the GV processes in the national office

Assisting the GP Officer and GP programme manager in logging information

Logging and filing post, email and other communications.

Managing outward mail including mailouts

Updating databases, websites, email lists.

Organising events and working at events (company meetings, conferences, launches etc.)

Ad Hoc Admin Assistant Cover Duties

Answering routine enquiries by phone, post, email or caller from supplied company literature.

Making bookings for events, travel and accommodation as required.

Organising routine office supplies.

Answering telephone calls and ensuring that all calls are logged and directed to the appropriate officer.

Playing a full role in the development of the Educate Together National Office team and other related duties that may be assigned from time to time.

Person Description

The individual should have:

* Enthusiasm for the aims and objectives of Educate Together.
* ICT proficiency with professional level skills in e-mail, MS Office. Salesforce, Jotform and database entry would be advantageous.
* Excellent copy writing, proofing and information distribution skills.
* Excellence in communicating in English in a variety of contexts.
* Ability to adapt to changing priorities and thrive in a fast-paced work environment.
* Attention to detail, especially in an online environment.
* Great telephone manner.
* Efficient working style (well-organised with excelled time-management skills).
* Enjoy providing assistance and information.
* Interpersonal skills.
* Willingness and ability to work with and contribute to the team.
* Willingness and ability to work to laid down policies and organisational schedules.
* Customer service experience
* Data entry experience preferable

A high level of integrity, accountability, confidentiality, responsibility and flexible, constructive engagement is required in the carrying out of these duties.

The position is based at Educate Together’s National Office in Dublin. Hours are based on a 35 hour week (9am – 5pm, Monday - Friday) with 26 days annual leave per calendar year. This post may involve some travel within the state from time to time, with time off in lieu for working at evenings or weekends.

The salary for this role is €24,970 per year. A twelve month contract is currently envisaged but this post may evolve into a permanent position. A start date as soon as possible is sough.

Applications

Applications should include a letter of application and CV (max 4 pages in total) and emailed to [recruitment@educatetogether.ie](mailto:recruitment@educatetogether.ie)detailing “Governance and Patronage Assistant Application” in the subject line.

Closing date for applications is Monday 1 April 2019.

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