

OFFICE & COMMUNICATIONS ADMINISTRATOR (Full-time)

About us

The Glencree Centre for Peace and Reconciliation (Glencree) is an independent, non-governmental organisation that works with individuals and groups to transform violent conflict, promote reconciliation, build sustainable peace, cultivate positive relationships, and works towards more inclusive, equitable, and diverse societies.

Glencree was founded in 1974 as a direct response to the violence happening predominantly in Northern Ireland. Through working with politicians, women, youth, victims/survivors, former combatants, security force personnel and community and religious leaders Glencree has built a strong reputation for its practical contribution to peacebuilding and the Northern Irish peace process.

Since 2004 Glencree started to develop its International Programme that has resulted in its engagement in or with actors from over 10 conflict areas around the World. In 2016 Glencree started a Refugee Integration and Cultural Diversity Programme seeking to make a contribution to making Ireland a more welcoming and inclusive place for all, irrespective of their background.

Glencree is based and carries out much of its work from its beautiful and historic residential centre in the Wicklow Mountains just 25kms from Dublin City Centre.

Job Description

The Glencree Centre for Peace & Reconciliation is looking for a dynamic, energetic and positive person to join our team. The successful candidate will report to the CEO and will link in with all departments within the organisation. The Office and Communication Administrator's primary responsibilities are:

Key duties and responsibilities

- Dealing with all correspondence and telephone calls to and from the Glencree Centre, replying to same on behalf of the CEO / Chair of the Board or redirecting to the appropriate section.
- Provide advice/assistance on a daily basis to people with queries
- Organise meetings, travel and accommodation and attend meetings, where applicable
- With the administration team, provide administrative support relating to:
 - events and operational planning and delivery.
 - information and data management;
 - database and file management;
 - facilities management;
 - office supplies;

- room bookings and catering
 - financial administration
- Maintain and update the membership and general contacts database in line with data protection policy; correspondence with members and Glencree networks
- Provide Support to the CEO, the Board of directors and outside agencies, where applicable.
- Work with the Communications lead on updating content to www.glencree.ie and the organisation's social media.
- Work closely with the Communications lead, the Chair of the Board and the CEO on:
 - Launches/announcements
 - Liaison with commercial and charitable partners' events and support administration of their promotional activities
 - Publication production
 - PR activities
- Undertake any other responsibilities as defined from time to time by the CEO.

This job description is not exhaustive and may change with the needs of the organisation.

Essential Criteria:

- 1-2 year's experience in a similar role.
- ECDL Qualification or Equivalent
- Excellent Organisational Skills.
- Excellent business writing and proof reading skills.
- Ability to work as a team but also on own initiative.
- Ability to multi-task and prioritise workload.
- Digital / social media experience.
- The successful candidate will need to be eligible to work in the Republic of Ireland and be able to drive, due to the Centre's remote location.

Desirable Criteria:

- A third level degree or FETAC award in a relevant field
- Hands on experience in small/ medium organisation in a team setting
- PR Agency experience
- Experience in working with community and charity sector

Salary: €28,000 - €30,000 per annum.

Location: The post is based in the Glencree Centre for Peace & Reconciliation, Glencree, Enniskerry, Co. Wicklow, Ireland, A98D635.

The post operates in a team environment and the post holder will be expected to work in a collaborative way with staff and volunteer colleagues. From time to time the post requires an element of working unsocial hours including weekend work and travel. A time off in lieu system is in operation.

How to apply: To apply for this job please submit a copy of your current CV along with a cover letter outlining your interest in and suitability for this role to recruitment@glencree.ie. The deadline for receipt of completed applications will be Friday the 6th September 2019. A shortlist of selected candidates will be invited to attend for Interview.