



AWARENESS | EDUCATION | PREVENTION

Haven Horizons - Job Description / Person specification

Job Title: Project Administrator

Reports to: Research and Development Director

Salary scale: €27 000 - €35 000
(Commensurate with experience)

Hours per week: 37.5

Company Profile

The organisation is committed to bringing about individual, family, community and societal changes necessary for the elimination of relationship abuse and associated gender inequality.

Haven Horizons is currently developing a range of awareness, education, early intervention and prevention projects and now seeks to recruit a Project Administrator to be a key part of the team delivering these projects.

Job Purpose

The Project Administrator will provide administrative support to the Development Director and, where appropriate, to the Board of Haven Horizons, with respect to the project activity of the organisation.

Responsibility / Activity

Within the context of the job purpose as outlined above, the following will be the principal responsibilities/activities of the Project Administrator;

- Manage office base and maintain office efficiency
- Oversee purchase of office and project supplies and service contracts
- Manage correspondence

- Deal with queries, phone calls and e-mails, forward queries to the appropriate person
- Establish systems for manual, electronic, cloud storage and retrieval of documentation
- Coordinate project logistics and calendars including scheduling of appointments, training and meetings
- Copy and circulate papers for meetings
- Take minutes of project meetings where appropriate
- Co-ordinate and organise national / international travel arrangements and payments
- Update social media platforms, web-site platforms and CRM using content provided
- Update / maintain web-site
- Assist in the organising of events, conferences, seminars and training programmes
- Keep company insurances / subscriptions /service contracts up-to-date
- Ensure the data protection policies and processes of the company are adhered to in the storage and use of people's personal data
- Carry out tasks to ensure that the office space is kept to a clean and tidy standard
- Report all office maintenance or security issues
- Prepare monthly admin reports

Competencies

Competencies Required	Details
Well-developed administrative skills	<ul style="list-style-type: none"> • Ability to set up and operate systems for managing and maintaining information with regard to a variety of different projects and activities so that such information can be quickly retrieved • Ability to work with manual and computer-based systems and processes • Ability to carry out tasks accurately and a commitment to ensuring that such accuracy is always a priority • Familiarity with systems for booking travel, meeting accommodation and overnight accommodation nationally and internationally • Ability to seek and find information both on-line and otherwise in order to enable queries of others to be answered
Good communication skills	<ul style="list-style-type: none"> • Excellent written and spoken English • Ability to verbally communicate effectively, efficiently and courteously including on the phone • Ability to communicate effectively through e-mail and other electronic media • Familiarity and experience in the use of main social media

	platforms
Good computer skills	<ul style="list-style-type: none"> • Experienced and competent in basic Microsoft Office applications including Word, Excel, Powerpoint and Publisher • Ability to quickly learn new computer systems and operate them effectively • Ability to work with cloud-based applications
Planning, organising and coordinating	<ul style="list-style-type: none"> • Effectively prioritises own work such that she/he is prepared and able to meet work objectives. • Efficiently uses his/her time. • Organizes resources to complete his/her projects efficiently and on time. • Effectively participates in routine planning activities related to his/her work. • Keeps appropriate people informed about progress on tasks/projects.

Candidate Profile

Qualifications

Area Qualification	Description of what's needed
Experience	A minimum of three years' experience in office administration ideally with a project management element included
Education	Candidates should have passed their Leaving Cert as a minimum though a qualification in office administration will be an advantage
Personal Characteristics	<ul style="list-style-type: none"> • Understand the challenges and opportunities of working within a small and emerging charity and be willing to work within such circumstances. • Be familiar with and supportive of the mission and vision of Haven Horizons and its work to prevent and eradicate relationship abuse and associated gender inequality; • Be comfortable and confident working in the social sector, particularly in a fluid funding environment; • Be aware of the reality of the development phase of the organisation and be willing to work flexibly when necessary to ensure that required tasks are completed on time. • Be committed to treating everyone with respect and to be understanding and responsive to those in difficulty

This description has been designed to indicate the general nature of and the criteria required to perform this function. It will be subject to regular review with the post holder and your Manager.

Haven Horizons is an equal opportunity employer and does not discriminate against individuals on the basis of gender, age, race, colour, nationality, ethnic or national origin, religion, marital status, family status, sexual orientation, disability or membership of the travelling community.

The position may require occasional evening or week-end work. The position requires a full, clean drivers' licence. A Garda Vetting requirement is attached to this position.

CLOSING DATE: All completed applications must be e-mailed to admin@havenhorizons.com by **12.00p.m. on Thursday 28th June**. Application forms received after 12.00 noon on the closing date will **not** be considered. Short listing will apply. Informal enquiries **only** to: admin@havenhorizons.com

Interviews will be held on Wednesday 4th July.