



SERVING SOUTH WEST DUBLIN, KILDARE & WEST WICKLOW

**Administration Officer – Part-time role
Job Description**

Title of Position:	Administration Officer – Part-time
Location	<ul style="list-style-type: none"> The designated South Western Regional Drug and Alcohol Task Force (SWRDATF) area is Kildare, West Wicklow and South & West Dublin. The base will be in Maudlins Hall, Dublin Road, Naas, Co Kildare, currently remote working due to Covid 19 restrictions.
Salary and Remuneration	<ul style="list-style-type: none"> The successful candidate will be employed by the South Western Regional Drug and Alcohol Task Force Company Limited by Guarantee (SWRDATF CLG) for an initial 12 month fixed term contract, which will include a 6 month probationary period. HSE Clerical Worker Scale Point 1 (pro-rata). 3 day / 21 hours a week
Reporting Relationship	<ul style="list-style-type: none"> Reports to the RDATEF Coordinator for the day to day activities and general operations of the Task Force Plan / Workplan. South Western Regional Drug and Alcohol Task Force CLG accountable for all personnel/Human Resource matters.
Purpose of Post	<ul style="list-style-type: none"> This role is focused on the smooth and efficient running of the internal functions of the organisation and ensuring that workplace administration is carried out effectively and kept up to date.
Objectives of the Post	<ul style="list-style-type: none"> The Administrator will play a pivotal role in assisting the RDATEF through sub-group structures in implementing Local, Regional and National Policy. To provide administrative duties relating to the day to day organisational activities of the RDATEF and Team. A key facet of this role is the communication strategy of the Task Force including Print and Social Media.
Principle Duties and Responsibilities	<p>The role of the Administrator will be :</p> <ul style="list-style-type: none"> Work closely with the RDATEF Coordinator and wider team Develop and maintain the administration systems ensuring compliance with Data Protection, GDPR, Freedom of information act, etc Attending meetings, compiling and circulating minutes, agenda etc - Notifying members of Task Force/Forum and sub-committees of up and coming meetings (Currently on-line Zoom/Teams – links calendar). Social Media skills – updating Media Platforms; Facebook, Twitter, Website (Wordpress). Compiling letters and reports as required. Answering phones, dealing with messages/enquiries etc. Dealing with all incoming/outgoing correspondence/post/emails and keeping a log (PIMS/Sharepoint) and circulating same to staff / members / networks. Computer back up and management of electronic information – cloud, input of Data on platform, etc. Ordering office supplies. Assisting in the designing of leaflets and brochures promoting the RDATEF activities. (Newsletter experience) Assisting with RDATEF open-days; booking venues, sending invites to groups/agencies, assisting RDATEF funded groups to set up presentations.

Essential Qualifications & Experience	<ul style="list-style-type: none"> • A relevant/recognised qualification that supports the role. • Minimum of 2 years experience in an office / co-ordination role
Essential Skills or Competencies	<ul style="list-style-type: none"> • Computer/IT skills (e.g. word/access/excellent excel required/Teams/ MS Suite – other Social media platforms) • Outstanding Administrative and Organisational skills • Excellent attention to detail • Ability to prioritise and manage time according to deadlines • Excellent Interpersonal & communication skills • Experience of writing minutes and compiling reports • Ability to work independently or on own initiative • Flexibility to work within a multi-sectoral team
Desirable Skills	<ul style="list-style-type: none"> • Commitment to, and understanding of, working within a voluntary organisation in an inclusive manner • High motivation, positive disposition and flexible attitude in response to organisational change and development
Special Requirements	<ul style="list-style-type: none"> • Access to transport. (The post could involve travel to meetings, conferences etc).
How to apply	<p>A letter expressing interest in the position should be sent to the Administrator.</p> <p>Details of the candidate's strengths and experiences in the above criteria are desirable. Applicants C.V. should also be Included. Contact details for Two Referee's</p> <p>Closing date: Wednesday the 23rd of February 2022 Shortlisting candidates will be contacted to attend interviews taking place on Tuesday the 1st of March</p> <p>Applications to: email admin@swrdatf.ie or via post Lorraine Keogh, Administrator, South Western Regional Drug & Alcohol Task Force, Block A, Maudlins Hall, Dublin Road, Naas, Co Kildare, W91 R9XT.</p> <p>Further information: email admin@swrdatf.ie</p>