



ACET IRELAND

www.acet.ie

ADMINISTRATOR

PART-TIME CAREER BREAK COVER POST

ACET Ireland is a Christian interdenominational agency responding to HIV with various projects at the intersections of addiction, sexuality, faith, minority ethnic groups and poverty that seek to improve health and offer hope.

ACET is looking for candidates for the following fixed-contract post to cover a career break. This post is based on 20 hours a week and a contract running from 4th January 2017 to 25th August 2017.

The post primarily involves operating the ACET administration office, being part of the ACET Core Team while contributing to the activities to ACET's various projects and some PA duties for the CEO. The ideal candidate will be excellent at multi-tasking and working with a diverse team, carrying out the various administrative tasks while expressing ACET's values and ethos of compassion and care.

The candidate must have:

- A third-level qualification in a relevant field;
- A broad range of ICT skills including with MS Office;
- A broad range of administrative skills including minute taking and editing.
- Two years of experience in a similar field.

Skills in the use of Salesforce, MailChimp, MS Publisher and accounting software are also desirable.

This post will be based at the ACET office, currently at 50 Lower Gardiner Street, Dublin 1, with some tasks based elsewhere in the Greater Dublin Area and occasional opportunities to work from home.

Job Description:

Co-ordination and implementation of all office procedures including:

Handling all office emails, phone calls and post.

Maintaining office supplies.

Ensuring relevant policies (e.g. Data Protection) are up to date.

Filing correspondence and archival material.

Some level of fundraising including completing some grant application forms and maintaining relationships with governance authorities and other bodies.

Driving key organisational communications including:

Compilation and editing of supporters' newsletters.

Compilation of Annual Report.

Acknowledgement of donations and other funder communications.

Support with Financial administration and reporting including:

Data input for all financial transactions.

Preparing accounts for audit and bank reconciliation.

Sending invoices and paying bills.

Handling staff and volunteer expense claims.

Handling claims to the Revenue Commissioner's Charitable Donation Scheme.

Liaising with the ACET Core Team including:

Taking minutes at meetings.

Event planning as relates to 25th Anniversary events and AGM.

Some duties relating to Personal Assistant support for the CEO.

This post also involves full participation in Core Team meetings, prayer times and contributing to the life of the various projects of ACET Ireland including our work with migrant-led churches, our LGBT & Faith Project, our partnerships with local churches and our overall expression to various stakeholders as a faith-based organisation in the Christian tradition. For these activities to be carried out there is a genuine, legitimate and justified occupational requirement that the post holder holds to a religious belief consistent with that of the ACET ethos.

To apply please send a copy of your CV to richard.c@acet.ie before 5pm on Wednesday 7th December. All informal enquiries to Richard Carson at 01-8787700.