



## Children in Hospital Ireland Administration Officer (Maternity Leave Cover)

### 1. OVERVIEW

Children in Hospital Ireland is a registered charity and a company limited by guarantee. The organisation has its Head Office in Sandyford, Dublin 18 and operates throughout the country. Children in Hospital Ireland delivers a national volunteer-run hospital play and recreation service; advocates to promote the highest standards in the delivery of healthcare for children; provides information and help for parents of hospitalised children; and works collaboratively with support groups for children who are ill or have long-term medical conditions.

### 2. JOB DESCRIPTION

**POSITION:** Temporary Administration Officer, Maternity Leave cover  
Starting October 2023- 7 month fixed term contract

**OFFICE BASE:** Head Office, Sandyford, Dublin 18

**REPORT TO:** CEO

#### OVERALL PURPOSE & CONTEXT:

Children in Hospital Ireland is seeking a highly motivated, self-starter to manage the offices of the organisation with responsibility for general administration, financial administration and database management to support the work of the organisation. Reporting to the Chief Executive Officer, the Administration Officer will be someone who is capable, energetic, with a can do attitude to respond to the daily administration needs of this unique and dynamic organisation, someone who thrives in a busy environment, and has a willingness to take on new tasks and respond effectively to changes as needed.

#### ROLE

The Administration Officer is responsible for:

- Office and Database management
- Managing monthly accounts payable activity, and financial administration.
- Administrative support to the staff team
- Volunteer services administration.
- Support for the work of the CEO and the Board.

#### WORKING RELATIONSHIPS:

Reporting to the CEO, the post holder will develop and maintain positive professional relationships particularly with colleagues, the Board, and its sub committees, service providers, voluntary organisations funding agencies and other key stakeholders, and a range of people and organisations with whom s/he is in contact via email, phone, in person etc.

S/he will work in a respectful, co-ordinated and integrated way with colleagues, and in such a way as to encourage the best from, and support the efforts of, others.

## JOB DESCRIPTION

### *General responsibilities and duties*

The key responsibilities for the post holder will be to:

1. Manage the office phone, responding to queries and recording in our Client Relationships Management (CRM) system, as required
2. Provide financial administration service in relation to monthly invoicing, book keeping support, petty cash, lodgements, and online banking
3. Provide direct support to CEO and other staff in relation to event logistics including:
  - Maintaining volunteer administration; processing volunteer through training and placement using CRM system
  - Booking venues for trainings and events
  - Organising logistics for events – welcoming and registration, refreshments, technical supports, liaising with speakers
  - Day to day management and updating of the company's database
  - Provide general admin and logistical support to Volunteer Manager, Volunteer Co-ordinators and Information & Communication Officer in relation to annual recruitment programme and fundraising.
  - Provide support to the CEO in fulfilling the organisation's good governance practice.
  - Ensure there are the appropriate levels of catering, cleaning, stationery, and other supplies, necessary for the office, and office kept clean & tidy.
  - Co-ordinate the storage of documents internally and externally for the organisation.
  - Administration support to staff, as required.
  - Carry out such other duties and or projects as the CEO may determine, consistent with the overall purpose of the post.
  - Maintain confidentiality regarding volunteer information, financial information at all times, ensuring compliance with GDPR regulations.

## SPECIFIC DUTIES

### *Administrative support to CEO and Board*

1. Provide administrative support to the CEO including administration relating to governance, policy development, board meetings and the Annual General Meeting
2. Attend board meetings and record the minutes
3. Manage administration for board members such as preparation for meetings, maintaining board member details on the different regulatory bodies and ensuring up to date documentation on board members is maintained

### *Financial Administration*

1. Administration of accounts receivable; code and process payments of incoming invoices, expenses, cheque requests, money, donations, etc., through banking online.

2. Update weekly the organisation financial software (QuickBooks) and liaise with organisation's accountant on a monthly basis to provide timely and accurate receipts and invoices with applicable codes.
3. Manage petty cash system. Ensure Petty cash is securely stored and lodged.
4. Manage the organisation's banking online – prepare lodgement sheets and make bank lodgements.
5. Manage membership renewals and receipts for membership payments.

#### Office management

1. Maintain accurate filing system (manual and digital).
2. Maintain HR administration duties, including Annual & Sick Leave tracker and Time Sheets.
3. Ensure all organisational documentation – electronic and paper are stored securely.
4. Coordinate and maintain regular office supplies and deal with suppliers.
5. Coordinate the post to and from the office.

#### Administration and Volunteer support

1. Provide administrative support to the CEO with regard to all meetings, Board material preparation and other relevant documentation as well as meeting logistics.
2. Ensure all volunteer enquiries, applications paperwork are logged and processed
3. Work collaboratively with the Volunteer Manager, CEO and Information and Communications Officer and other relevant staff to assist with recruitment and training schedules, attendance records, essential application processes etc.
4. Provide administrative support for volunteer meetings where necessary; local volunteer fundraising initiatives; and marketing activities.
5. Organise uniforms, ID badges and required materials for placement of volunteers
6. In association with the Information & Communication Officer, ensure that social media platforms are updated and accurate.

#### Database management

1. Ensure database is updated as new members join and maintain the register of members and annual membership payments.
2. Prepare reports and statistics as necessary.

### **3. REQUIREMENTS**

#### Professional

- A minimum of 2 years' experience in a professional setting.
- Strong administrative skills and experience.
- Strong computer literacy essential (Microsoft Office)
- Experience in general finance management necessary.
- Excellent attention to detail and good written and communication skills.
- Must be capable of working as a team player; be highly motivated, enthusiastic and capable of using their initiative.
- Ability to communicate and work effectively in a busy environment.
- Ability to prioritise and manage time according to deadlines.

### Desirable

- Experience of non-profit/charity
- Database management experience
- Experience with online financial accounting software such as QuickBooks, SAGE, Xero
- Ability to navigate Social Media platforms.

### Personal

- Excellent communication skills.
- Ability to plan, organise, to make decisions, and to solve problems.
- Ability to work in a busy environment.
- Commitment to the highest ethical standards.
- Ability to build and maintain relationships.

## **4. CONDITIONS**

This role is a temporary maternity leave cover, with a three-month probationary period

Salary: €29,500 per annum (pro rata) payable monthly in arrears.

Hours: 30 hours per week

Annual leave: 22 days (pro rata). This job is based in Dublin and involves a small amount of travel.

This position may be Garda Vetted.

Candidates must be eligible to work in Ireland

A complete list of all the terms and conditions will be made available to the candidate offered the role through the Employee Handbook. Children in Hospital Ireland is an equal opportunities employer.

## **5. APPLICATION**

If you wish to be considered for appointment to this position, please indicate your interest by sending a letter of application stating why you are suitable (no more than one page), together with a copy of your CV to: [office@childreninhospital.ie](mailto:office@childreninhospital.ie). Please put **Administration Officer** in the subject heading. Closing date for applications is **Monday, 4<sup>th</sup> September 2023**.

Alternatively, you may post a hard copy of your application to:

Administration Officer Application

Children in Hospital Ireland

4-5 Burton Hall Road, Suite 113

Sandyford, Dublin 18, to arrive by **close of business, Monday, 4<sup>th</sup> September 2023**.

***Interviews for those shortlisted, will take place in mid-September and it is hoped that the post holder will commence on Monday 2<sup>nd</sup> October.***

**Please note: Applications without a cover letter will not be considered.**