

Since its inception in 2000, the mission of Business in the Community Ireland (BITCI) is to harness the power of Irish business to maximise its positive impact on all its stakeholders. It is a non-profit organisation specialising in advice and guidance to leading companies on corporate responsibility and corporate community involvement.

By working with **businesses in Ireland**, we make an impact on education nationally and in **local communities**. We work with Ireland's leading companies on addressing key educational issues. From tackling the retention rate in post primary schools and improving literacy and numeracy skills for young children to fostering a pipeline of talent and training educators, we work with hundreds of companies and schools all over Ireland to create mutually beneficial and lasting partnerships. Funding for our work is from participating businesses, sponsors and Government.

Job Title:	Administrative Assistant
Job Purpose:	To develop, deliver and maintain an efficient and professional administration for the BITCI Education Programmes
Reporting to:	Head of Education
Direct Reports:	None
Job Location:	Dublin
Travel/ Driving License Required:	No
Salary:	€25,000 to €30,000 DOE

JOB DESCRIPTION

Primary Responsibilities:

- Overseeing the effective administration of the World of Work and Student Mentoring Programmes in collaboration with Admin Team
- Providing administrative support to the Head of Education
- Providing administrative support to team of Regional Coordinators
- Oversee the annual programme evaluation process for post primary programmes
 - o Set up survey monkey surveys
 - o Download responses
 - o Draft and produce final evaluation reports in conjunction with Programme Coordinators
- Leading and managing the updating of CRM system (MS Dynamics)
- Provide technical support for regional coordinators
- Responsible for the design, content and distribution of the ezine
- Garda Vetting input clerk work
- Event administration – such as Mentoring Celebration & Team Annual Think In: distribute invitations, maintaining attendees list, venue organization, Refreshments, etc.
- Manage all aspects of SBP's internal meetings
- Preparation and updating of main presentations and promotional material
- Verification of volunteer applications for some education programmes

- Create digital & print marketing materials for all our programmes using graphic design software such as Canva & Picktochart in collaboration with administration colleagues
- Research – on demand – prospective companies, best practice on mentoring.
- Maintaining efficient filing system
- General BITC office duties - responsibility for general administration cover as appropriate.
- To actively contribute to a healthy, safe, secure and productive working environment
- To actively promote equality of opportunity, anti-discriminatory practice, diversity, individual rights and choice in all aspects of your work.
- Other such duties as may be required from time to time

PERSON SPECIFICATION

Experience

- Three or more years' experience in a similar role;
- Knowledge of the Irish educational system

Skills/ Personal Attributes

- A high level of proficiency in the range of Microsoft Office programmes e.g. Word, Excel, PowerPoint, Outlook.
- Proficient knowledge in IT and database applications such as Microsoft Dynamics CRM;
- Strong organisational and time management skills;
- Excellent Interpersonal Skills;
- Excellent attention to detail;
- Flexibility and the ability to manage a varied workload;
- Fluency in English, both written and verbal is required;
- Good writing skills.
- Good telephone manner;

Preferred Knowledge and Skills:

- Ezine design and editing;
- Knowledge of Canva & Picktochart
- Knowledge of Irish Business and Education sectors.

Business in the Community Ireland is an equal opportunities employer and promotes a policy of continuous personal and professional development among its staff.

Business in the Community Ireland has a policy of interviewing candidates with disabilities who meet the essential criteria.