

Job Role Specification

The Role: **Senior Team Administrative Support Worker – Part time**

Role Summary:

The purpose of the Senior Team Administrative Support Worker role is to support the Senior Team in the timely, effective, and efficient management and coordination of ALDP functions across existing and planned sites and services throughout the organisation. Duties include providing high level, comprehensive administrative support to the Senior Team.

Reports to: The Senior Team Administrative Support role will report directly to the CEO.

Role responsibilities (include, but not limited to):

The following outlines some of the key responsibilities of the role, and these may be expanded or refined from time to time to meet the business needs of the organisation.

- Provide high-level, comprehensive administrative support to the Senior Team and designates, including managing correspondence, organising meetings and schedules, and handling administrative tasks as assigned by the CEO.
- Maintain frequently changing calendars and understand priorities to effectively manage calendars.
- Plan and organise events such as annual reviews, quarterly meetings, monthly meetings, training, and workshops etc as instructed by the CEO or SMT.
- Collecting and preparing information used for meetings such as agendas, meeting minutes, briefing notes, and presentation material.
- Support agenda creation and minuting of meetings including timely follow-up action items.
- Work flexibly to take minutes for lunchtime and evening meetings as required.
- Ensure that agreed financial records are maintained to agreed policy guidelines and shared with the Finance/Facilities team.

- Support various teams during onsite/off site meetings (catering, refreshments, meeting rooms, AV equipment, videoconferencing etc)
- Liaising with wider administrative teams for the coordination and management of events

- Coordinating office activities and operations to secure efficiency and compliance to company policies.
- Carry out the administrative duties in relation to compliance with the Governance Code.
- Maintain a high level of confidentiality regarding sensitive information and exercise discretion when dealing with confidential matters.

These duties are a general guide to the responsibilities of the Senior Team Administrative Support. They are indicative of the role and above should not be seen as either definitive or restrictive. The Senior Team Administrative Support may be required to undertake other duties commensurate with the post.

Person Requirements:

- Minimum 2+ years proven experience in a similar role. (Desirable)
- Extensive experience in managing and coordinating schedules and meetings. (Essential)
- Experience in creating presentations. (Essential)
- Excellent IT/IS skills and working knowledge of Microsoft outlook, word, excel and database experience. (Essential)
- A candidate for and any person holding this position must be fully competent and capable of undertaking the duties attached to the position and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service. (Essential)

Knowledge, skills & competencies:

- Experience of working in a team environment.
- Exceptional communication and interpersonal skills, with a proactive approach to engaging with others.
- Ability to meet deadlines.
- Ability to apply judgement to effectively manage, prioritise and maintain complex calendars and schedules across internal and external stakeholders.
- Clear evidence of self-motivation, with an ability to work under pressure in a constantly changing work environment.
- Commitment to meeting the needs of clients and providing a high standard of service.
- Respect for the values and ethos of ALDP.



Working Base:

The base location for this role will be in one of ALDP’s established buildings in Dublin. The Senior Team Administration Support worker will be expected to occasionally travel to other ALDP site locations for in person meetings and to engage with other team members.

Regarding requests for remote working, Ana Liffey works in line with the Work Life Balance and Miscellaneous Provisions Act 2023.

Avoiding and managing aggression and violence:

Whilst the organisation takes every step possible to ensure the safety of its staff, it is important to be clear that due to the nature of the work carried out at the Ana Liffey Drug Project, it is possible that you will experience aggression in the work place from the people who use our services and there is a risk that you may be verbally or physically assaulted. You will receive training in how to avoid and manage these situations. However, in the unfortunate event of an assault taking place, the organisation will provide appropriate support to assist you to overcome this.

Terms:

- HOURS: 17.5 hours per week between Monday –Friday 9.30am -5.30pm.
- SALARY: €15,445
- CONTRACT: Contract of indefinite period.

Benefits:

As set out in contract

Note: All other terms and conditions are as set out in the contract of employment.