



ROLE:	Administrative Assistant
PROGRAMME:	Clean Coasts
SALARY:	€28,000 PER ANNUM pro rata
LENGTH OF CONTRACT:	1 year initially (possibility to extend subject to funding) 3 month probationary period.
REPORTING TO:	Sinead McCoy, Coastal Communities Manager
LOCATION:	EEU Head Office, Swifts Alley, Francis Street, Dublin 8 (currently remote worked)

Closing date for receipt of applications is 21st May at 4pm

PURPOSE:

The EEU of An Taisce is the national operator of a number of highly successful environmental education and management programmes such as Green-Schools, Blue Flag, National Spring Clean, Clean Coasts and Green Home.

The EEU of An Taisce is now recruiting **Full Time Administrative Assistant** to work from home and then work in the Dublin office once public health restrictions allow. The role will be varied and involve assisting the Clean Coasts core team in all aspects of administration of the programme, including database and communication systems along with dealing with general programme queries. The post will be full-time for an initial 12 month period with possibility to extend subject to funding. There will be a probationary period of 3 months. The post will be 32.75 hours per week but a degree of flexibility of working hours around evenings and weekends will be expected.

TASKS AND RESPONSIBILITIES

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- Database administration (SQL)
- Handle initial programme queries via phone and e-mail
- Communications system administration (Mailchimp, submit.com, Sharepoint)
- Core programme resource management (stock control, procurement, online)
- Assist Green-Schools Core team staff
- Liaise with our existing partners in Local Authorities and other partners of the programme.
- Undertake any other such relevant duties as may from time to time arise and are considered appropriate.

PERSON SPECIFICATION

Attributes	Attributes
Qualifications and Attainments	
3rd Level Qualification	Essential
Experience	
Experience in administration	Desirable
Knowledge, Skills & Aptitudes	
Knowledge of SQL, Microsoft packages	Essential
Excellent communications and interpersonal skills	Essential
Excellent administration skills	Essential
Ability to manage a workload within tight deadlines	Essential
Knowledge of website management, design, online communication platforms	Desirable
Disposition	
Be a self starter	Essential
Be dependable and flexible	Essential
Be committed to working as part of a team	Essential
Be organized and efficient	Essential
Tact and Diplomacy	Essential
Access to own transport with a clean driving licence	Desirable