



Galway Community Circus

Company Administrator

Organisation	Galway Community Circus (GCC)
Location	St Joseph's Community Centre, Ashe Road, Galway
Hours	Full Time/Part Time/Flexible
Salary	€30-35k pro rata and dependent on experience
Closing Date	Thursday, 18th July 2024
Interviews	Week of 22nd July 2024
Job Starts	Monday 2nd September 2024
Application Process	To apply for this role, please send your CV and a cover letter outlining your relevant experience and why you are interested in this role to recruitment@galwaycircus.com .

About Galway Community Circus

Galway Community Circus is Ireland's flagship for youth and social circus, located in the heart of Galway City. Our mission is to foster the growth of youth circus in Ireland and internationally through our dynamic circus school. Our vision is a future in which play, care and creativity are nurtured through circus education accessible to every child in Ireland. We provide access to high-quality subsidised circus arts education through our circus school offering youth and adult programmes for over 600 weekly students as well as professional training and community programmes in partnership with those who have specific social or developmental needs. We provide artist supports, training and mentoring and lead the development of youth circus in Ireland through our academic, national and international partnerships.

Roles and Responsibilities

Reception and Customer Service

- Line manage the Receptionist and cover receptionist duties as needed
- Greet and welcome young people, parents, and visitors
- Answer phone calls, emails and inquiries, and provide accurate information about classes, schedules, and events
- Manage student registrations and enrolment, and maintain attendance records
- Address and resolve any concerns or questions from students and parents
- Assist with scheduling classes, workshops, and performances

Venue Coordination and External Event Support

- Work with other users of St Joseph's Community Centre to schedule and manage the use of the centre
- Coordinate logistics for classes, workshops, performances, and events
- Assist with the organisation and promotion of school events and performances
- Health and Safety
 - Ensure compliance with health and safety regulations
 - Monitor safety protocols, including emergency procedures

Erasmus+ European Solidarity Corps (ESC) Coordination

- Oversee the planning, implementation, and evaluation of our ESC programme
- Recruit ESC volunteers, and provide orientation, training, and continuous support
- Manage the ESC budget and financial reporting with the Head of Finance
- Maintain effective communication between ESC volunteers, the ESC mentor, support organisations, Leargas, and GCC staff
- Ensure all relevant administrative tasks are completed, including Garda vetting, health insurance documentation, volunteer agreements, and managing ESC work hours and holiday time

Garda Vetting

- Oversee and manage the Garda vetting process for all staff, freelance staff, and volunteers
- Ensure compliance with legal requirements and organisational policies regarding Garda vetting
- Serve as the primary point of contact for vetting-related matters, and provide guidance and training to staff on the vetting process

Facility Management

- Line manage the caretaker and oversee the daily operations and maintenance of the community centre
- Coordinate cleaning, repairs, and general upkeep of the facility - with the caretaker, venue manager or landlord, as appropriate

Internal Communications

- Facilitate communication and collaboration between different departments and teams
- Implement mechanisms for collecting and addressing feedback from staff and volunteers
- Ensure that documents, files, and software are well-organised across the organisation

Financial Administration

- Assist with day-to-day financial operations, including managing petty cash and maintaining accurate records
- Process and track invoices, ensuring timely payments and accurate record-keeping
- Use QuickBooks to enter financial transactions, reconcile accounts, and generate financial reports
- Run the box office for events, handle ticket sales and cash transactions, and provide financial reports
- Support the Head of Finance to maintain organised financial files and documentation

- Assist with the preparation and filing of financial documents, reports, and correspondence

New Staff Onboarding

- Welcome new staff to the organisation, and ensure that they have all of the information and contacts they need
- Ensure that new staff, ESC volunteers, and freelancers complete relevant training, and maintain the HR training file
- Work with the IT contractor to create email addresses, set up computers, and handle basic IT tasks as required

Skills and Qualifications

Essential

- Highly organised and methodical
- Friendly, welcoming and empathetic
- Strong communication skills
- Sensitive to the needs of different customers and users of the centre
- Strong administrative skills
- Work experience as a receptionist/administrator
- Experience with digital tools and software such as Easy Payment Plus, Salesforce/other CRMs, Microsoft Teams, QuickBooks, HR systems, and PayPal

Desirable

- Managerial experience
- EDI training
- Experience with the Erasmus+ European Solidarity Corps
- Experience with Garda vetting procedures
- Bookkeeping/financial administration experience

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Galway Community Circus is an equal opportunities employer, and it does not discriminate based on gender, ethnicity, sexual orientation, religion, civil or family status, age, disability or race.