



Jobs with Purpose

Job title	Administrator
Main Function	<p>NOW Group are an award-winning social enterprise who deliver services across the island of Ireland supporting people with intellectual difficulties, autism and neurodiverse conditions into jobs with a future. We are passionate about changing lives and our focus is on outcomes and impact for individuals, their families and communities who are the most disadvantaged. We support participants to have better health, a better education and a brighter future. Our services are continually evolving as a result of co-design, participant feedback and project learning.</p> <p>As Administrator you will manage and maintain effective and efficient service delivery and JAM Card administrative systems. The successful candidate will have excellent organisational and digital skills while having the ability to multi task.</p>
Location	Dublin base location (TBC)
Reports to	Head of Services (Dublin)
Hours	20 hours per week over 5 days
Salary scale	€25,000 per annum (pro rata € 13,333) within Band 1 €25,000 to €34,999
Benefits	<p>25 days annual leave plus 10 statutory days (pro-rata) Health Cash Plan (on successful completion of probationary period) Access to confidential Staff Counseling Pension Scheme (on successful completion of probationary period) Holiday purchase scheme Flexible working initiatives Wellbeing initiatives</p>

Mission

Supporting people with learning difficulties, intellectual disabilities and neurodiverse people into jobs with a future.

Vision

A society where people with learning difficulties live, work and socialize as valued citizens.



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Main Responsibilities

1. Maintain daily records for service delivery and training database.
2. Weekly co-ordination and distribution of JAM Card requests.
3. Respond to general queries including JAM Card and requests for marketing materials.
4. Update JAM Card website with relevant content.
5. Maintain, review and update the JAM Card order system.
6. Develop regular JAM Card updates for social media which can be shared across NOW Group website and social media platforms.
7. Conduct regular stock takes of marketing materials and collate the relevant documentation required for the finance team.
8. Collation of all participant and marketing survey results, including analysis and summary of feedback required for monthly reports.
9. Provide general administration support as necessary.

Personnel Specification

Essential

1. Leavers Certificate in Maths and English.
2. Sound working knowledge of Microsoft Office with demonstrable proficiency in MS Excel.
3. More than one year's experience in an administrative and marketing role.
4. Excellent organisational skills.
5. Commitment to customer care.
6. Ability to be flexible and adaptable.
7. Excellent written, verbal and listening skills.
8. The ability to prioritise workload and work to deadlines.

Desirable

1. Experience of communicating to an external audience using social media.

Values & Behaviours





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All employees in NOW Group are required to subscribe to the values of the organisation and demonstrate these values through agreed behaviours in their day to day work and their relationships with participants, stakeholders and colleagues.

Candidates will be expected to demonstrate relevant values and behaviours as part of the interview process.