

## Job Description

<b>Post:</b>	<b>Administrative Assistant with the Council for Migrants (Immigrants/Emigrants), Refugees and Justice &amp; Peace</b>
<b>Job Type:</b>	<b>Full-time</b>
<b>Contract Duration:</b>	<b>Permanent full-time post</b>
<b>Location:</b>	<b>Columba Centre, St Patrick's College, Maynooth, Co Kildare</b>

### General Responsibilities

- Managing office resources, stationery orders, information materials
- Organising, arranging and coordinating meetings, prepare meeting documents
- Managing the filing and record management systems
- Recording secretary to meetings of the Council and its Working Groups
- Assisting in the preparation of documents and arrangements for meetings of the Episcopal Commission to which the Council will report.
- Respond to calls, e-mails, and routine letters
- Carrying out basic desktop research, as required
- Sorting and distributing incoming and outgoing post
- Photocopying and printing
- Assist the Coordinator in organising information events and conferences in the Republic of Ireland and Northern Ireland
- Assisting the Coordinator in fulfilling his duties

### **Council for Migrants Refugees, Justice and Peace**

- Liaise with the Chair and the Coordinator in preparing agendas and relevant documentation for Council meetings
- Coordinate, arrange, attend and minute Council meetings
- In conjunction with the Chair and Coordinator, assist in any follow-up action arising from meetings of the Council.
- Assist the Coordinator with activities to raise public awareness of the work of the Council, including organising events and conferences organised by the Council.
- Assist the Coordinator in preparation for any meetings, conferences or events to be attended by the Coordinator as part of furthering the work and mission of the Council and the Irish Episcopal Conference generally.
- Maintaining and filing securely any research work or data associated with the work and mission of the Council.
- Gather and help prepare information which will bring public attention to Catholic Social Teaching regarding peace and social justice needs In Ireland and around the world.
- Assist the Coordinator in the preparation of the Annual Report of the Council, including preparation of publication material.
- Help the Coordinator to prepare documents and other material and any related arrangements for meetings of the Episcopal Commission to which the Council will report.
- Preparation of poster and documentation for distribution to dioceses for the annual Social Justice Collection
- Collaborate, as appropriate, with other Councils, Commissions and Agencies of the Irish Episcopal Conference, including the Synodal Pathway of the Catholic Church in Ireland.
- Other duties, as appropriate and as specified by the Chair of the Council in consultation with the Chief Operating Officer of the Irish Episcopal Conference.

### **Working Group – Emigrants**

- Liaise with the Chair and the Coordinator in preparing agendas and relevant documentation for meetings of the Working Group for Emigrants
- Coordinate, arrange, attend and minute meetings
- Assist the Coordinator in preparing for activities to raise public awareness of the work of the Emigrants Working Group, including organising meetings, conferences and events connected with the promotion of the work of Catholic chaplaincies and other organisations who support Irish emigrants abroad.
- Gather and help prepare information which will bring public attention to social justice needs as they relate to emigrants.
- Preparation of poster and documentation for distribution to dioceses for the annual Social Justice Collection insofar as it relates to the work and objectives of the Council in respect of Irish emigrants.

### **Working Group – Immigrants and Refugees**

- Liaise with the Chair and the Coordinator in preparing agendas and relevant documentation for meetings of the Working Group for Immigrants and Refugees
- Coordinate, arrange, attend and minute meetings
- Assist the Coordinator with activities or in the publication of documents aimed at raising public awareness of the work of the Immigrants and Refugees Working Group, including organising events and conferences and support of the work of Catholic bodies and others who provide shelter and advocacy for immigrants and refugees in Ireland.
- Gather and help prepare information which will bring public attention to social justice needs as they relate to immigrants and refugees.
- Preparation of poster and documentation for distribution to dioceses for the annual Social Justice Collection insofar as it relates to the work and objectives of the Council in respect of immigrants and refugees.
- Assist the Coordinator in any administrative needs for outreach and ongoing support to incoming Catholic clergy and pastoral workers in Ireland.
- Assist the Coordinator in preparing for attendance at meetings, conferences or other events connected with the welfare of immigrants and refugees.

### **Working Group - Northern Ireland Catholic Council on Social Affairs (NICCOSA)**

- Coordinate, arrange, attend and minute meetings of NICCOSA
- Liaise with the Chair of NICCOSA and the Coordinator in preparing agendas and relevant documentation for meetings
- Assist the Coordinator with activities to raise public awareness of the work of the NICCOSA, including organising and attendance at meetings, conferences and events connected with the mission of Catholic Social Teaching as it affects Northern Ireland
- Assist with the preparation of any documents for publication in relation to the work of NICCOSA.
- Preparation of poster and documentation for distribution to dioceses for the annual Social Justice Collection insofar as it relates to the work and objectives of NICCOSA.