

JOB ADVERTISEMENT

Administrative Assistant

Permanent full-time position subject to six months' probation

The Irish Catholic Bishops' Conference wishes to appoint an Administrative Assistant to support the work of the Council for Migrants, Refugees and Justice & Peace of the Irish Catholic Bishops' Conference. The role of the Council is to promote the social teaching of the Catholic Church in a strategic and practical way through research, information and advice on the development of and advocacy for the care of migrants and refugees and advising on issues of justice, peace and social concern, both nationally and internationally.

Reporting to: The Coordinator, Council for Migrants, Refugees and Justice & Peace

The successful candidate's duties will include:

- Organising meetings
- Time/diary management
- Organising correspondence and following up on pending matters
- Responding to urgent requests
- Assisting with the preparation of documents for the Council and its Working Groups meetings
- Minute taking at each of the above meetings and typing up same for circulation
- Assisting in the preparation of documents and arrangements for meetings of the Episcopal Commission to which the Council will report.
- Providing administrative assistance to the Coordinator in the gathering and preparation of information for promoting Catholic Social Teaching and social justice needs.
- Coordinating and booking travel arrangements
- Assisting with organising events and conferences in the Republic of Ireland and Northern Ireland

Essential criteria:

- A minimum qualification at NFQ level 6, or equivalent; OR a minimum of 3 years' experience working in a busy office environment
- A full range of secretarial skills with a high level of computer literacy and familiarity with all Microsoft Office Suite products, including MS Publisher and database management (MS Excel or MS Access)

Criteria may be enhanced to facilitate short-listing

The successful candidate will also have:

- Good interpersonal, organisational, planning and time management skills
- An ability to maintain confidentiality and deal effectively with enquiries
- A keen eye for detail, be self-motivated and have an ability to work on their own initiative, and as part of a team

Desirable criteria:

- A knowledge of the organisation, mission and ministry of the Catholic Church, including the basics of Catholic Social Teaching.
- Experience of working in a charitable or voluntary organization
- An ability to carry out basic desktop research

Location:

The successful candidate will be located in the offices of the Irish Catholic Bishops' Conference, Columba Centre, St Patrick's College, Maynooth, Co Kildare.

The employer provides a hybrid working policy that allows for three days based in the office in Maynooth and two days working remotely per week.

Applicants should send a CV and covering letter with any additional relevant information to:

Chief Operating Officer, Irish Catholic Bishops' Conference, Columba Centre, St Patrick's College, Maynooth, Co Kildare W23 P6D3; or via e-mail to admin@iecon.ie

Closing date for receipt of applications: 4.00 pm on Friday, 29 November 2024