



Part-Time Administration Officer Job Description

The part time Administration Officer (18 Hours per week) will report to the CEO of Polio Survivors Ireland (formerly the Post Polio Support Group) and will be responsible for working with funders, the development and update of our policies and procedures and a varied range of other administrative duties. The position is based in our office in Dublin.

Key Responsibilities

Funding Administration

- Prepare applications to major funders as required
- Complete HSE Service Arrangements and other funder agreements as required
- Report to HSE and other funders on expenditure as required
- Compile and return KPI and activity reports to funders as required

Policies & Procedures

- Update current policies, procedures and standards in consultation with the CEO, Board and Board Sub-committees
- Develop and draft new policies, procedures and standards as required in consultation with the CEO, the Board and Board Sub-committees
- Regularly monitor and review the implementation of policies and procedures

Regulation

- Prepare reports for regulatory authorities as required
- Support Polio Survivors Ireland in the implementation of the Governance Code
- Ensure Polio Survivors Ireland meets all other regulatory requirements

Financial

- Match expenditure with funding
- Record and track fundraising, member subscriptions and miscellaneous income
- Make weekly bank lodgments
- Manage petty cash

Membership

- Update PPSG's contact database
- Organise mailings and other communications with members as required
- Manage member events such as the Annual Conference

General

- Manage the purchasing of office and general supplies
- Provide day to day administrative support for the CEO, Board, Board Sub-Committees and other staff of the PPSG

Please note this is not an exhaustive list. Polio Survivors Ireland is a small but busy organisation. The post holder will be expected to be comfortable multi-tasking, be flexible in their duties and undertake all other tasks assigned to them by the CEO and the Board.

Person Specification

Essential

- Experience of applying for, and reporting on, statutory funding
- Strong English writing, composition and literacy skills
- Experience of developing policies and procedures
- Experience of undertaking a wide range of administrative tasks
- Financial reporting experience
- Highly organised individual with ability to manage own time and multi-task
- Competent in use of MS Office programs e.g. Word, Excel, Outlook, & PowerPoint

Advantageous

- Experience of reporting to HSE
- Experience of working in a voluntary/charitable organisation
- Good communication skills
- Experience of working with databases

To apply please complete the application form and email it along with a full up to date CV to ceo@ppsq.ie

Please note only applicants that complete the application form and accompany it with an up to date CV will be considered

Applications must be submitted no later than Monday 4th September 2017

Polio Survivors Ireland is an equal opportunities employer