

JOB DESCRIPTION

PROJECT:	Family Homeless Action Team
JOB TITLE:	Administrator
RESPONSIBLE TO:	Project Leader
LOCATION:	Dublin 8
HOURS OF WORK:	20 hours per week (Possibility of role becoming full time subject to funding)
PURPOSE OF JOB:	To provide administrative Support to The Family Homeless Action Team

Main Duties & Methodology:

1. To work within the framework of the overall objectives of Focus Ireland.
2. To report to the Project Leader and provide administrative services to support the operations of the Family Homeless Action Team.
3. To manage petty cash effectively.
4. To manage office administration and supplies.
5. To become familiar with softworks and inputting on same as directed by the Project Leader.
6. To become familiar with eworkflow system.
7. To support the monthly reporting and statistical data collation of the Family Homeless Action Team with confidentiality observed with respect to information contained within.
8. To compile and type reports as required.
9. To undertake any other duties as reasonable assigned from time to time by the Project Leader.
10. To update staff training calendar, with respect to core training.
11. To attend any meetings in/outside Focus Ireland which are relevant to the work.
12. To participate in appropriate meetings for training locally, regionally and nationally.

13. To liaise with and work co-operatively and effectively with the other divisions in Focus Ireland in relation to company policy and procedures in such areas as personnel, finance and administration, research development and education, public awareness and services.

14. To undertake duties as may be reasonably assigned from time to time in consultation with the Team Leader, Project Leader/ Manager/Divisional Head.

Essential criteria:

- Previous experience in a similar role
- Excellent organisation skills with proficient knowledge of Microsoft Office and Outlook.
- Ability to work as part of a team which shares a common goal.
- Ability to use initiative and seek direction when appropriate
- Ability to anticipate problems and generate solutions
- Excellent interpersonal and communication skills
- Ability to meet strict deadlines and meet targets
- Ability to multi-task and prioritise competing demands
- Excellent interpersonal and communication skills with a strong focus on attention to detail.
- Ability to effectively communicate at all levels of the organization.
- Maintain multiple relationships with consistency and a high degree of customer care.

Desirable criteria

- A general knowledge or experience of working within an NGO or the homeless sector.