

Administrative Officer

Full Time 1 Year Contract

About Us

SCCUL Enterprises CLG is a registered charity, set up by but independent to St. Columba's Credit Union, Galway in 2002. As a not for profit, social enterprise, SCCUL aims to champion societal change by promoting community, enterprise, wellbeing, and social inclusion. This is achieved through several successful initiatives operating from the West of Ireland.

1. SCCUL Enterprise Centre, Ballybane
2. bizmentors®
3. Bizmentors International
4. SCCUL Sanctuary, Clarinbridge
5. Ballinfoile Castlegar Neighbourhood Centre

Our **Vision** is: To alleviate poverty and disadvantage by empowering positive well-being and growth.

Our **Mission** is: To facilitate individual, community and economic growth in a sustainable manner through socio-economic development and the provision of supports and infrastructure.

Job Specification

What we are seeking:

We are currently seeking an Administrative Officer to help support the existing SCCUL team. Working closely with the CEO and Bizmentors Manager, the Administrative Officer will have responsibility for a variety of administrative tasks across the organisation.

The main responsibilities will be as follows

- Maintain effective records and administration of Board Meetings
- Manage all documents relating to the Board and Board Members
- Review and update company policies and procedures relevant to our organisational needs
- Keep all forms required for compliance with the Charities Governance Code up to date
- Reception duties: greeting customers, answering the phones, taking bookings, photocopying, sending, and responding to emails
- Assist in the preparation of reports, presentations, and grant applications
- Process registration applications for our business mentoring initiative in a timely manner
- Provide project administration support including but not limited to data input on relevant systems, facilitating project meetings
- Support to ensure project processes are adhered to and project documentation maintained
- Assist with marketing administration tasks, such as maintaining social media accounts, updating website, etc.
- Undertake Garda Vetting clearance on behalf of the organisation

- Take part in any necessary level of training and development required and comply with all company policies and procedures
- Work as part of a team and make positive contributions to development of teamwork in SCCUL Enterprises
- The role will be based mainly in the SCCUL Enterprise Centre, however, the successful candidate may be required to work at other venues where SCCUL Enterprises operate

Essential Requirements for this role	Desirable Requirements for this role
<ul style="list-style-type: none"> • Experience as an Administrative Officer, Administrator, or similar role • Relevant qualification in Office Administration • A proactive, solutions-focused approach to work with an ability to adapt to changing requirements and shifting work priorities • Ability to work independently • Strong ability to use PowerPoint, Word, and Excel • Excellent written and verbal communications skills • Pride in attention to detail • Ability to work as part of a team, including consulting, collaborating, and building relationships with key stakeholders • Excellent time management skills • A knowledge of National/European funding streams • A knowledge of social media, e-zines, WordPress & blogging • Ability to be flexible & work as part of a team • Energy, enthusiasm, and ambition 	<ul style="list-style-type: none"> • Reside in local area • Previous experience with company governance, policy, and procedure • Previous experience with public procurement • Working knowledge of Charitable Sector • Previous experience in securing grant aided funds • A knowledge of volunteering • Knowledge of project management and reporting, meeting deadlines, time management, working with collaborators • Full drivers' licence/personal transport • Occupational First Aid • Willingness to participate in training & development • Manual handling

What we offer:

A growing opportunity to be part of an exciting future for SCCUL Enterprises CLG. To be part of a forward thinking and progressive company, which has people as its focus of every endeavour.

Applications should be made by emailing current Curriculum Vitae to: Jobs@scculenterprises.ie

SCCUL Enterprises CLG operates Monday to Friday. Role will be 39 hours per week.

Salary €30,000 per annum.

Garda vetting is required for this role.

Closing date for applications: 26th October 2022

SCCUL Enterprises CLG., is an equal opportunity employer