



An Cosán is currently seeking an experienced **Executive Administrator** to join our team. This role plays a key part in providing administrative support to our CEO and senior management team enabling them to focus on delivering on An Cosán's mission *'to use the power of transformative education through learning, leadership and enterprise to end the injustice of poverty wherever we find it'*.

The role holder will have strong previous experience in supporting senior management, ideally in a similar organisation. Providing high quality administrative support to the CEO in their daily and strategic initiatives is a key part of the role. Responsible for organising and supporting the CEO with all aspects of meetings, events and presentations, the incumbent will ensure that the CEO is fully prepared and briefed on each occasion and has all the required supporting documentation. They will be responsible for providing reports and follow up correspondence as necessary. The executive administrator will also support project teams that are driving change in the organisation.

The successful candidate will be flexible, eager to engage across the organization and with stakeholders, and have a focus on driving efficiencies while upholding best practice in representing the mission and ethos of An Cosán.

This role requires a highly organised, solutions focused, professional who is agile and can adapt effortlessly to changing priorities. If you are highly organised and passionate about creating efficient administrative systems to support a busy CEO then this role is perfect for you!

Job Title:	Executive Administrator
Reports to:	Corporate Services Manager
Contract:	3 Years
Probation:	9 Months
Location:	Tallaght, Co Dublin

### **An Cosán**

An Cosán (Irish for 'The Path') is Ireland's largest community education organisation. The mission of An Cosán is to bring about social equality and an end to poverty through community-based adult education, the provision of early years supports, wrap around counselling services, and empowering social enterprise development. Over the past three decades, we have supported over 18,000 people to reach new pathways to empowerment via community education. Using innovative technology to deliver virtual access to its range of learning programmes An Cosán now reaches communities across Ireland.

## Key Responsibilities

- Provide high level administrative support to the CEO
- Manage the diary of the CEO and support workload allocation
- Handle requests, feedback, and queries quickly and professionally
- Prepare presentations and assist with communications delivered by CEO
- Prepare reports by collecting and analysing data provided
- Maintain office systems, records, and a file management system in line with GDPR
- Prepare CEO and senior management team for high level meetings and events
- Organise all aspects of the meetings and events the CEO attends
- Collate supporting material for meetings, note taking and follow up correspondence
- Manage general correspondence ensuring appropriate response and tracking
- Work with project teams organising meetings, creating agendas, writing minutes, assigning work if required and following up on outstanding items
- Provide support in working with funders, government and PR agencies
- Organise board meetings and perform related tasks such as creating agendas, minutes, reports and presentations
- Support the CEO in communicating with staff across the organisation
- Contribute to funding proposals to ensure ongoing delivery of programmes and expansion
- Provide support to fundraising events
- Monitor and update social media accounts as required ensuring that the CEO is connected, informed, and up to date (e.g., at conferences and live events)
- Undertake other duties as required/assigned to by CEO and management

## Essential skills and Core Competencies

- Strong organisational and time-management abilities
- A 'can-do' attitude and work with tact, confidentiality and diplomacy
- Excellent communication and interpersonal skills
- Excellent writing skills
- Problem-solving and decision-making aptitude
- Strong ethics and reliability
- High level of personal responsibility and integrity
- Ability to work on own initiative and co-operatively
- Strong attention to detail and a desire to deliver to a high standard
- Ability to plan, organize, assigned tasks and meet deadlines
- Agility and ability to manage multiple priorities

## Experience and Knowledge

### Essential

- Professional qualification in a relevant subject, e.g. business administration, office management or equivalent
- At least three years previous experience supporting at senior management level
- Excellent knowledge of Microsoft Office and in particular Outlook, Word, Excel and PowerPoint
- Experience using technologies such as Zoom and MS Teams

### Desirable

- Previous experience working for non-profit organisations
- Previous experience working in a busy role
- Knowledge of a non-governmental/community or voluntary sector
- Good knowledge of GDPR
- Working knowledge of HR
- Full drivers' licence

#### **Application Process:**

Please email the following documents to [jobs@ancosan.ie](mailto:jobs@ancosan.ie) with subject line clearly marked

**Executive Administrator** role:

Cover letter

Curriculum Vitae

Completed Application Form

Closing date for applications is 17:00 on Thursday, 26<sup>th</sup> August 2021.

***Salary commensurate with experience and the not-for-profit community education sector***