



Executive Administrator

Our mission in An Cosán is *“to empower women and children left furthest behind through learning, leadership and enterprise.”* The **Executive Administrator** plays a key role in providing administrative support to our CEO (Chief Executive Officer) and senior management team and wider organisation to deliver on this mission.

The role requires a highly organised, solutions focused professional who is agile and can adapt effortlessly to changing priorities. If you are experienced, highly organised and passionate about creating efficient administrative systems in a mission-driven organisation, then this role is perfect for you!

Job Title:	Executive Administrator
Reports to:	TBC
Contract:	Three Years
Probation:	9 Months
Location:	Tallaght, Co Dublin
Salary:	€39,000 – €43,000, depending on experience

An Cosán

An Cosán (Irish for ‘The Path’) is Ireland’s largest community education organisation. We seek 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 20,000 people to reach new pathways to empowerment via community education and development. Using innovative technology to deliver virtual access to its range of learning programmes An Cosán now reaches communities across Ireland. Under our ambitious new strategy *“Vision 2026: Transforming Lives Together”* we plan to transform the lives of another 20,000 people in the next five years.

The Role

The Executive Administrator will have strong previous experience in supporting senior management, ideally in a similar organisation. The role is to ensure the effective use of senior management resources through ensuring excellent administrative supports are in place. This encompasses scheduling and organising meetings and events; preparing briefing

and presentations; managing diaries; dealing with correspondence; record keeping and follow up; supporting project teams and ensuring excellent communication between the CEO and senior management team and the rest of the organisation and external stakeholders.

The Executive Administrator will demonstrate the values of the organisation internally and externally and ensure the reputation for openness and excellence is maintained and enhanced.

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

Key Responsibilities

- Provide high level administrative support to the CEO and senior management team
- Collecting and analysing data from across the organisation, prepare reports and presentations and assist with communications by the CEO
- Organise Board meetings and perform related tasks such as creating agendas, minutes, reports and presentations
- Managing correspondence, tracking and follow up
- Prepare and organise all aspects of meetings and events in which the CEO is involved, including preparation, briefing and recording
- Work with project teams, tracking and reporting progress
- Provide support in working with funders, government and other bodies
- Support the CEO in meeting and communicating with staff across the organisation
- Provide support to fundraising events
- Maintain office systems, records and a file management system in line with GDPR (General Data Protection Regulation)
- Act as HR support including creating and distributing documents, maintaining current HR files and databases, as required
- Undertake other duties as required/assigned from time to time

Requirements

Essential

- At least five years previous experience providing administrative support at senior management level
- Excellent communication (verbal and writing) and interpersonal skills
- Ability to plan, organise tasks and meet deadlines
- Agility and ability to manage multiple priorities
- Strong organisational and time-management abilities
- Ability to work on own initiative and co-operatively
- Excellent knowledge of Microsoft Office and in particular Outlook, Word, Excel and

PowerPoint

Desirable

- Previous experience working for non-profit organisations
- Good knowledge of GDPR
- Working knowledge of HR

Application Process:

Please email the following documents to jobs@ancosan.ie with subject line clearly marked
Executive Administrator role:

Cover letter
Curriculum Vitae
Completed Application Form