

Person Specification

Position Title: Administrator/PA to CEO

Based: Adult Services Centre

Reports To: Adult Services Manager

Overall Position Purpose:

To provide administrative support to the CEO of CoAction

Essential Qualifications

Post Leaving Cert Qualification in IT/Administration/HealthCare or Social Care – Level 6 or equivalent

Desirable Qualifications

A relevant 3rd Level qualification.
 A computer qualification.
 i.e. ,ECDL/Business/Administration qualification

Essential Skills

Excellent computer skills,
 Proven Track Record in Database development and Management
 Advanced Excel/Word /PowerPoint
 Excellent Report Writing and Minute Taking Skills
 Strong Interpersonal and Communication skills
 Administration skills
 Strong Organisation/Multi-tasking skills
 Initiative
 Discretion/confidentiality

Desirable Skills

Experience of Website administration

Essential Experience

Minimum of 3 year's experience as an administrator in a busy office environment.

Desired Experience

**Experience in the I.D sector
 Switchboard experience**

Job Description

Title: PA – CEO

Base: Bantry

Responsible to: CEO

The following description is intended to give a broad outline of the post only. It is neither exhaustive or definitive. Duties may be altered or amended to suit the changing needs of the organisation. The post holder will be consulted regarding any such changes. It is our policy to review job descriptions on an on-going basis.

Overall Purpose of Position

To support the CEO in ensuring the smooth and efficient running of the office at all times.

To develop and maintain systems that ensure the office of the CEO maintains compliance with regulatory requirements and has quality, safety and risk management systems in place that ensures the business of the organisation are fulfilled effectively and efficiently.

Main Responsibilities

Administrative Duties

- To ensure systems are in place so that all forms of correspondence are screened, prioritised and responded to appropriately in a timely manner, following up on appropriate.
- To manage the CEO diary, prioritising and re-prioritising appointments and meetings as directed by the CEO.
- Provide support in the co-ordination of Board and Committee papers and communications to members.
- Support the CEO in the production of reports / documents, newsletters, annual reports, as directed.
- To support effective liaison and communication between the CEO and the Board of Trustees, Committee members, Branch chairs and the Senior Management Team.
- Ensure the filing and information management systems are fit for purpose, maintained and up to date and in compliance with GDPR and relevant CoAction policies and procedures.
- Minute taking and follow up from meetings as required
- Support the CEO on project work as required.
- Support the CEO in screening all correspondence to and from the media and ensure CoActions website and any social media fora is maintained, accurate and up to date.
- Ensure a very high level of confidentiality is maintained at all times
- Work with the CEO and support them in the development, maintenance and co-ordination of the following:
 - Systems that ensure the office of the CEO maintains compliance with regulatory requirements.
 - Quality, safety and risk management systems that ensures the business of the organisation is fulfilled effectively and efficiently on an ongoing basis.
 - The submission of reports to the CEO office on the implementation of quality improvement plans, internal and external audits and reviews, learning from incidents, accidents, safeguarding

referrals, early warning systems, monitoring inspections, surveys and questionnaires as directed by the CEO.

- Feedback from Committees and working groups as required.
- Putting appropriate systems in place that ensure accreditation and statutory requirements are adhered to.
- Ensuring information and reports are disseminated appropriately to the Board, its Committees, management and staff on the learning from reports and audits etc.
- Audit activity and related reports to include progress with implementation of actions within timeframes and verification of corrective action and close out as directed by the CEO
- Ensuring the risk register as a whole and specifically the corporate risk register is managed and kept up to date.
- Putting systems in place that ensures adherence to all CoAction policies and procedures.
- Any other duties which may be required to ensure the efficient running of the office

The post holder will:

- Contribute in a positive and energetic manner to the overall development and future direction of CoAction and the services it provides.
- To develop relevant skills and abilities by taking part in training courses as required.

This list of duties is not exhaustive. It merely acts as a guide and may be amended to meet the changing requirements of CoAction West Cork CLG at any time after discussion with the post holder.

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