



Job Description - Office Administrator (Part-time)

About Us:

We are a dynamic non-profit organisation committed to making a meaningful impact in our community. As we continue to establish our systems, processes, and team, we are seeking an Office Administrator to play a pivotal role in ensuring our operations run smoothly.

Purpose of the role

As the **Office Administrator**, you will be responsible for providing comprehensive administrative support and coordination across various functions within our company. Working closely with the Head of Finance and other team members, you will contribute to the efficiency and effectiveness of our growing organisation.

What will you do?

Finance

- Assist the Head of Finance with grant reporting, invoice filing, and payment processing.
- Support in processing team expenses, receipts, and preparation of monthly/yearly financial accounts and tax returns.
- Liaise with professional services such as legal, banking, auditors, and revenue authorities.
- Contribute to the annual procurement plan and provide administrative support to board members.

HR & Business Support

- Manage general information requests
- Maintain calendars and team meeting schedules.
- Coordinate and participate in team events and manage organisational resources.
- Source and manage IT resources in collaboration with external providers.
- Support in disseminating and maintaining the Employee Handbook and handling recruitment and onboarding processes.
- Ensure the proper usage of HR and centralised systems by team members.
- Maintain confidentiality and adhere to HR best practices.
- Manage and maintain staff training files
- Track assets and equipment
- Organise team training and events, including accommodations and venue arrangements

General

- Embrace a wide range of responsibilities as a committed team member.

What you will bring

- Proven experience in HR and general business administration.
- Strong communication skills, both written and verbal.
- Ability to maintain confidentiality and uphold integrity.
- Proficiency in spreadsheet software like Google Sheets or MS Excel.
- Comfortable with digital tools and quick to learn new software.
- Initiative-driven with a growth mindset.
- Strong attention to detail, organisational skills, and reliability.
- Fluency in English is essential.

Desirable extras

- A desire to make an impact in a humanitarian crisis
- Experience writing grant and funding applications and reports
- Experience being part of a Start Up organisation

Contract Type

- Part time, fixed term contract (3 month trial period, increasing to 12 month), 30 hours per week
- Salary: €32,000 - 40,000 per annum dependent on experience (prorated for part-time hours)
- Work from home and at shared offices in The Tara Building, Dublin 2.

How to Apply?

Email your CV and cover letter providing a brief explanation of who you are and why you're right for this role to hello@helpingirishhosts.com

Note only candidates who provide a cover letter will be considered for shortlisting. Applications will be reviewed on a rolling basis and we will only contact candidates who have been shortlisted for interview.

Closing Date: Wednesday, 8th May 2024

ABOUT HIH

Helping Irish Hosts (HIH) is a limited company formed by a group of hosts, working together with displaced and Irish based Ukrainians, to get people into Irish homes – quickly – to give them a soft landing, while avoiding Direct Provision and long term hotel / government accommodation stays.

We arose in direct response to the Ukraine crisis, to empower and support individuals and communities in Ireland to host Ukrainians in their homes, safely and sustainably. We've done an

excellent job so far, with more than 2,550 Ukrainians in over 1,120 homes, a vibrant, trusted support network for hosts and presenting a strong voice in advocacy for hosts at all levels.

It takes years of expertise to develop a safe, rewarding hosting programme. We've only had one! We are working in close partnership and collaboration with The Irish Refugee Council, Doras, Nasc and The Open Community, organisations who have led the way in refugee resettlement and what's called the "Community Sponsorship" model in Ireland for over 30 years. We are part of the Irish Ukraine NGO & Civil Society Response Group and we are deeply engaged with the Ukrainian community in Ireland. We are funded by The One Foundation, The Sunflower Foundation, The Community Foundation, The Shapiro Foundation and we're paid for the work we do by The Irish Red Cross. We are supported by a wide variety of corporate and state partners. We are registered as a CLG (717469, April 13, 2022). We are not a registered charity.

Our hosts are motivated by a desire to help people fleeing Ukraine and this is our focus. Our belief is that this response has the potential to transform Ireland's ongoing refugee response, to finally move away from Direct Provision towards a system Ireland can be proud of.

We are hosts, helping hosts. Together, we are playing our part in this historic, unprecedented, global emergency humanitarian response. We believe that this is the best way forward.

We are building a core team to deliver on this commitment and build on our success at this unique, challenging moment in global history. The **Office Administrator** will play a crucial role in building our organisation and ensuring we continue to play our part in Ireland's response to the current humanitarian crisis.

If you have the skills, experience and passion to play your part, we want to hear from you.