

Recruitment Call Office Administrator

We are seeking to recruit an Office Administrator

Closing date for applications: Wednesday 30th September

About the position

Dublin City Council Culture Company is seeking an Office Administrator to help achieve our ambitious aims to connect the citizens of Dublin through culture and conversation. Collaborating with citizens, communities, cultural organisations, businesses, and Dublin City Council itself, our work is focused on embedding cultural experiences and increasing cultural participation throughout Dublin's neighbourhoods.

Working as part of a team, and reporting to the Head of Operations, you will play a key role in ensuring the smooth day to day running of our offices and buildings, providing general administrative support across the organisation, and practical operational support to our programmes and departments.

About the role

Function and role specification

Duties will include:

Administrative support

- To manage and monitor the administration systems of the company
- Ensure that all team members are trained and up to date with administrative management systems of the company
- Manage and update contact databases
- Ensure compliance with all financial, contractual, legal requirements and health and safety requirements
- Overseeing/reconciliation of the monthly invoice and statements with the finance department
- Stock checks, ordering and management of stock levels
- Filing/Photocopying/Scanning/Shredding documents as required
- Management of post, courier and bulk deliveries
- Other errands as required
- Setting up meeting rooms when required

- Attend, arrange meetings as required by Head of Operations including monthly staff meetings and other team meetings
- Logging, management and filing of administration forms and surveys.
- Any other administration work that has been reasonably requested
- Organising of public events if required and provide administrative support to team members generally and specific projects as may arise

HR Support

- Ensuring HR records (online and offline) are up to date and complete
- Compiling monthly HR reports
- Ensuring that HR templates are up to date and fit for purpose
- Organising training on behalf of the company maintaining training records
- Preparing monthly reports, as required.

H&S Support

- Liaising with the general, facilities and maintenance suppliers and contractors with the Venue Manager/s and Head of Operations.
- Managing weekly stock takes for Covid-Secure-related stock and restocking of same
- Managing weekly stock takes for First Aid kits and restocking of same
- Weekly inspection of offices and office equipment, to include condition checks and identify any possible health and safety issues.
- Ensuring company policies are effectively communicated across the full team.

Role requirements

The ideal person for this role will have:

- Minimum of 2 years of administration or equivalent experience is essential
- A suitable qualification in administration or HR is not a requirement, but could be an advantage
- Excellent administrative and organisational skills
- Proficiency in Microsoft office and GSuite is essential.
- Excellent communication and interpersonal skills are required.
- An understanding of the work of Dublin City Council Culture Company and its ambitions
- Ability to plan, organise and lead a project, to work independently, and to work to deadlines, with flexibility around working hours.
- An instinctive ability to think creatively - to try, fail, learn, and try again

Position summary

Post Title:	Office Administrator, Dublin City Council Culture Company
Post Status:	Fixed Term Contract (full-time), two years, 6 month probationary period.
Location:	Dublin City Council Culture Company, 14 Henrietta Street, Dublin 1 and Richmond Barracks, Inchicore, Dublin 8.
Reports to:	Head of Operations, Dublin City Council Culture Company.
Key relationships:	Venue teams at 14 Henrietta Street and Richmond Barracks, financial administration team.
Salary:	€31,200 gross p.a.
Pension:	A contribution of 10% of salary will be made to an agreed pension Savings scheme subject to the individual contributing a similar percentage.

How to apply

Applications are now invited from applicants who meet these published requirements.

Applications must include the following:

- CV (including the names and contact details of two referees)
- A letter (no more than 2 pages) citing your specific skills, knowledge and experience relevant to the role specification and requirements.

Completed applications should be sent by email only to

recruitment@dublincitycouncilculturecompany.ie with "Office Administrator" in the subject line. Applications received after the closing date and time will not be accepted.

Closing date for this application is Wednesday 30th September 2020

The information supplied in your application will be reviewed against the requirements sent out in this notice by a panel to shortlist applicants and call people for an interview.

Interviews will be held during the week beginning 12th October 2020. Dublin City Council Culture Company reserves the right to short-list candidates for interview.

Garda vetting is mandatory for successful applicants, and you must be cleared by the National Vetting Bureau before the work can commence. The successful applicant will also be required to attend Child Protection and Disability Equality Training. It will not be possible to provide application process feedback to unsuccessful applicants.

Please note that Dublin City Council Culture Company is committed to developing policies and practices ensuring that accessibility, universal design and reasonable accommodation

for people with disabilities are taken into account. Dublin City Council Culture Company is an equal opportunity employer. [Please see our Equal Opportunities Policy here.](#)

Please note that both the museum at 14 Henrietta Street and Richmond Barracks are Part M access compliant, and the offices of Dublin City Council Culture Company in both have limited physical access. Reasonable accommodation of access requirements will be made for successful applicants.

Interviews will take place in an accessible location. We are committed to respecting and protecting your privacy. We keep several kinds of personal data about our prospective employees so we can manage the recruitment process effectively and efficiently and meet our legal obligations. [Please see our Privacy Notice for Job Applicants here.](#)

About Dublin City Council Culture Company

Established in March 2018, Dublin City Council Culture Company runs cultural initiatives and buildings across the city for, and with, the people of Dublin.

Collaborating with citizens, communities, cultural organisations, businesses, and Dublin City Council itself, the company's work is focused on embedding cultural experiences and increasing cultural participation throughout Dublin's neighbourhoods. We connect people and communities through culture and conversation. When people feel connected to their local area they feel safer and stronger, and are healthier.

For more information, see www.dublincitycouncilculturecompany.ie

In addition to its city-wide work, with programmes such as The National Neighbourhood, Culture Club, Culture Connects, Culture Near You and others, Dublin City Council Culture Company operates two cultural buildings: 14 Henrietta Street (since it opened to the public in September 2018) and Richmond Barracks (since January 2020).

14 Henrietta Street

At 14 Henrietta Street we offer a range of tours and programmes to which aim to:

- Share and tell stories by retelling the story of the lives of the people.
- Engage and make connections by listening and talking with visitors, citizens, historians, local residents, former residents and their families.
- Discover and uncover history by continuing to learn from the memories and knowledge of others. We want to bring to life the stories of the people who passed through the buildings, their changing circumstances, their experience of family life, of politics, and the impact of national and world affairs.

You can read more about 14 Henrietta Street at www.14henriettastreet.ie

Richmond Barracks

At Richmond Barracks we offer a range of tours and programmes which aim to amplify it as a neighbourhood hub that celebrates the rich stories and experiences of the local community, past and present.

A venue of historical importance located within a vibrant community, the building will soon co-locate a library, workshops and cultural activities, along with a programme of historical tours and talks. By listening and engaging with visitors, makers, historians, local residents and their families, Richmond Barracks will continue to evolve as a community space, informed by the desires and interests of people in the area.

You can read more about Richmond Barracks at www.richmondbarracks.ie

-Ends