



Project Administrator Job Description

Location:	KDYS Centre Killorglin
Reports to:	KDYS Neighbourhood Youth Project Co-ordinator
Works With:	Neighbourhood Youth Project Team and KDYS Administration

Job summary:

This position is a front of house role providing a warm welcome to young people and their families while supporting project delivery through providing an efficient, confidential and flexible administration service.

Killorglin NYP is a community based early intervention initiative, specifically focussing on supporting young people aged 12 to 18 years who are considered to be at risk and vulnerable in our society. A key element of NYP is its co-ordinated approach to supporting young people in the community involving relevant state agencies, the voluntary sector and importantly, the local community.

Key Duties & Areas of Responsibility will include:

- Provide administrative support to the NYP project utilising relevant IT packages ensuring all project documentation is presented to a high standard
- To respond in a professional, efficient and appropriate manner to all communications with the NYP office i.e. in person, telephone, email and post
- Maintain an up to date and efficient filing and recording system.
- Maintain the premises in accordance with the requirements of the Project Co-ordinator.
- To maintain up to date and accurate financial records and petty cash system in accordance with KDYS Financial Administration procedures and in co-operation with the KDYS Financial Department
- To gather and analyse information and statistics and prepare reports as required in a timely and accurate manner and in an format agreed between CFA & KDYS
- To supervise student placements in the administration area as appropriate and to ensure that they are fully aware of all KDYS procedures and policies.
- Support and monitor the implementation of relevant KDYS Health and Safety policies and requirements.
- Engage external contractors as appropriate in accordance with agreed KDYS Procurement policies.
- Carry out any other duties which are appropriate to the post as may be reasonably requested by senior management

Special conditions

- Minimum 2 years relevant work experience in an administrative capacity
- A relevant professional qualification is required
- Fluency in English, both written and verbal

Skills, competencies & attributes

Specialist Knowledge, Expertise & Self Development

- Clearly understands the role, objectives and targets and how they fit into the work of the department and the wider organisation.
- Develops the expertise necessary to carry out the role to a high standard and shares this with others
- Is proactive in keeping up to date on issues and key developments that may impact on own department and the wider organisation.
- Has significant expertise in his/her field that is recognised and utilised by colleagues

Administrative & Technical Skills

- Advanced experience in Microsoft Office (Word, Excel, Access & Powerpoint etc). Knowledge of other applications would be an advantage.
- Experience of social media platforms
- Experience in organising meetings and taking accurate, concise minutes in formal and informal meetings.
- Experience of developing and maintaining accurate paper and electronic record systems, capable of information retrieval, analysis and dissemination as required.
- Experience of working to multiple deadlines.

Delivery of Results

- Plans and prioritises work in terms of importance, timescales and other resource constraints, re-prioritising in light of challenging circumstances
- Assumes responsibility for and delivers on agreed objectives / goals
- Effectively manages multiple projects
- Ensures all outputs are delivered to a high standard and in an efficient manner
- Uses resources effectively, challenging processes to improve efficiencies.
- Is self-reliant and uses judgement on when to seek guidance and from whom.

Teamwork

- Develops and maintains good working relationships with others, sharing information and knowledge, as appropriate
- Maximises the contribution of the team, encouraging ownership, providing support and working effectively with others
- Contributes to the development of policies in own area and the wider organisation

Interpersonal & Communication

- Communicates in a fluent, logical, clear and convincing manner verbally and in writing
- Is able to listen effectively and develop a two-way dialogue quickly
- Maintains a strong focus on meeting the needs of internal and external customers, especially young people
- Effectively influences others to take action
- Works to establish mutual understanding to allow for collaborative working

Drive & Commitment

- Is self-motivated and shows a desire to continuously perform at a high level
- Must be flexible and prepared to work outside normal office hours as required.
- Has the ability to think logically, use initiative and work with minimum supervision.
- Through leading by example, fosters high standards of ethics and integrity

Contract

- Specified Purpose contract linked to Carers Leave.
- This contract is for 17.5 hours per week
- The salary will be commensurate with qualifications and experience.
- Employment with KDYS is subject to a satisfactory response from the Garda Vetting Unit being received in relation to any candidate under consideration and satisfactory reference checks being received.
- This post is subject to a probationary period.