

National Women's Council of Ireland

Job Description

Job Title: Administrator, All-island Women's Forum

Responsible to: Women in Leadership coordinator

Main purpose of Role

Assist NWCi in achieving its objectives in advancing women's voices in peacebuilding and all-island strategies including the All-island Women's forum and ENCOUNTERS programme.

Principal duties:

- Assist NWCi in establishing links north and south with community-based, grassroot, and national organisations.
- Provide secretarial and administrative support for the Women in Leadership coordinator.
- Checking of emails and responding appropriately, taking minutes of meetings and preparing papers for meetings including gathering background information for the All-island Women's forum.
- Answering calls and liaison with external groups and agencies upon request and following up on invites, meetings etc.
- Provide admin and secretarial support for the ENCOUNTERS programme, as part of the All-island Women's forum
- Assist in the production of accessible briefings on agreed areas
- Provide assistance in the organisation of events/meetings
- Undertaking such duties as may reasonably be assigned from time to time.

Experience

At least 1 years' experience in a similar role in a Non-Governmental Organisation (NGO) or other relevant sector

Competencies (Skills & qualities)

- Excellent communication skills, verbal and written and ability to build relationships
- Excellent administration skills
- High levels of attention to detail
- Proactive and efficient
- Proficient in the use of Microsoft Word, Excel, Outlook, Zoom

- Ability to work to deadlines and establish priorities
- Flexible ability to deal with last minute tasks and integrate them with the overall workload
- Ability to work on own initiative and as part of a team
- Ability to address difficulties in a positive, calm and reassuring manner

Personal qualities

- Ability to maintain confidentiality at all times
- Drive & commitment to feminist values & all-island values
- Share the values and ethos of National Women's Council
- Commitment to participative processes and ways of working
- Self-motivated and driven
- Hard working with a positive can-do attitude
- Responsible and reliable
- Focus on self-development, striving to improve performance