



**Friends of
the Earth**

Friends of the Earth is hiring an Administrator

Closing date: 8th April 2022

About the organization

Friends of the Earth Ireland is a community at the heart of the growing movement here for a just world with zero pollution. Our mission is to campaign and build movement power to bring about the system change we need for a just world where people and nature thrive. We are trying to change the world on a shoestring and in the face of opposition from powerful vested interests. So we need committed, energetic people on our team. We work collaboratively to advance the organization's mission, vision and values. And we look out for each other as best we can.

We are a small, nimble organization. This means there'll be plenty of opportunities to learn and develop new skills. It also means you'll need to be flexible and you'll be expected to get stuck in and do whatever tasks are required to ensure that work is completed on time and to the highest standards possible.

About the role

Reporting to the Head of Finance and Operations, the successful candidate will provide crucial support to the organisation and in particular to the CEO for advancing one of our four organisational goals:

To ensure Friends of the Earth has the robust governance and effective management systems, and the appropriate financial resources, to maximise our impact and to cultivate a positive working environment.

The climate crisis is in the public mind like never before and Friends of the Earth is growing as Ireland and the world step up efforts to cut emissions fast enough to prevent complete climate breakdown. This is a role for someone with strong administrative skills and enthusiasm for multi-tasking in a growing organisation.

Responsibilities

1	Executive assistant to the CEO	<ul style="list-style-type: none"> ▪ To be a point of contact for the CEO within the organisation ▪ To maintain a diary, scheduling and arranging meetings on their behalf and forward planning. ▪ To assist in the flow of communication within the organisation: dealing with correspondence, passing on relevant items as appropriate, replying to correspondence on behalf of the CEO and ensuring all necessary correspondence is received by them. ▪ To receive, filter and respond to telephone callers and enquiries, referring messages appropriately, screening calls, answering on their own initiative whenever possible. ▪ To collate and distribute agenda and other papers for meetings. Taking minutes at meetings and preparing draft minutes for approval. ▪ Supporting the work of the CEO and the Management Circle in other ways, as agreed.
2	Administration	<ul style="list-style-type: none"> ▪ To respond in an efficient friendly and appropriate manner to all office communications i.e. post, e-mail, telephone and in person, including Re-direct calls as appropriate and take adequate messages when required. ▪ To manage the administration of the organisations recruitment drives including posting vacancies and scheduling interviews. ▪ To support new employees by organising their relevant intake paperwork such as personal details and payroll forms. ▪ To provide administrative support to the team, formatting of notes, reports and presentations proofread and formatted to the highest standard possible. ▪ To maintain an up to date and effective filing system.
3	Office Management	<ul style="list-style-type: none"> ▪ To support new employees by organising their ICT needs such as accesses, laptops and organisational emails. ▪ To ensure we have the office supplies, office equipment and technical support we need, including liaising with suppliers and contractors as needed, including creation and management of inventories ▪ To liaise with the other organisations to manage our shared workspace on the 2nd and 3rd floors as needed, and with other organisations in the building to manage any shared responsibilities (e.g. fire safety, liaison with the landlord) as needed. ▪ To review and maintain the organisations' health and safety procedures and keep the management informed of any health and safety issues arising

About You

Essential skills or experience:

- Minimum of two years' direct relevant experience
- Excellent communication (verbal and written)
- Ability to multi-task and prioritise competing demands
- Demonstrated relationship management skills and experience in working in a supportive manner
- Computer Skills

Desirable skills or experience:

- Experience, knowledge or understanding of organisational policies and regulations such as GDPR, Health and Safety, etc.
- Experience working in Not For Profit organisation
- Experience working with collaborative digital tools such as Salesforce, Slack, ClickUp or similar
- Knowledge of the Irish and global climate movement.

Personal attributes and competencies:

- Commitment to the mission, vision and values of Friends of the Earth.
- Awareness of confidentiality and the ability to deal with sensitive queries
- Ability to work with a diversity of people, communities, and cultures.
- Strong team player with excellent listening skills and interpersonal communication skills.
- Ability to use initiative, think creatively and work independently.
- Ability to respond quickly to external events and demands while maintaining organisational priorities and goals.

Statement on Solidarity, Participation and Inclusion

A commitment to solidarity, participation and inclusion is one of the fundamental values of Friends of the Earth. We therefore endeavour to ensure that everyone, particularly marginalised and disadvantaged groups who might be affected by policy are considered and included in the conversation. We acknowledge our privilege as people working in an NGO and understand the fact that there may be barriers to participation. We strive to expand and diversify civic engagement, by creating spaces for everybody to participate and be included in activism and political change.

As part of this commitment to the values of solidarity, participation and inclusion we strongly encourage applications from those with identities under-represented in the environmental movement, for example: people of colour, LGBTQIA+ people, those seeking asylum or with refugee status, people with a disability, or people are who members of an ethnic minority.

Terms and Conditions

Conditions are according to Irish legislation including the legal ability to live and work in Ireland. Friends of the Earth Ireland adheres to Irish law that prohibits discrimination on basis of age, sexual orientation, marital status, birth, fortune, religious, philosophical or political beliefs, language, present or future state of health, disability, physical or genetic characteristics, sex, pregnancy, childbirth, maternity, change of sex, nationality, alleged race, skin colour, ancestry, national, ethnic or social origin.

Please note: The role description described set out above is not final and may be changed prior to issuing a contract to the successful candidate – following consultation with the candidate.

The working language is English, but applicants are not required to be native speakers.

Accountability and support: You will report to the Head of Finance and Operations and the CEO.

Contract duration: This is an 18-month fixed-term contract. The future of the post will depend on available organisational funding.

Hours per week: This is a full time post (35 hours per week). There is a possibility the organization would consider a proposal from the successful candidate to work 4.5 or 4 days a week.

Location: The position is based in our office in Mount Street Upper in Dublin 2, however throughout the Covid pandemic and beyond we will continue to facilitate remote working in so far as practicable. The post-holder will need to be willing and able to be in Dublin for certain meetings and activities as required.

Annual Leave: Full-time employees get 25 days paid annual leave a year.

Salary: The post is on our Programme Officer payscale, with incremental pay increases every 12 months. The starting *fulltime* gross annual salary for this post is between €28,420 and €31,634, depending on experience.

To Apply: Send your CV with a 1-page cover letter to jobs@foe.ie by 23.59 on Friday 8th April – please include the role title in the subject of your email. We regret to inform you that we may not in a position to respond to all candidates and can only guarantee a response to shortlisted candidates.

The Protection & Safeguarding of Children and Vulnerable Adults

Friends of the Earth Ireland has adopted a policy to protect and safeguard the welfare of young people. The post holder will be required to follow this policy at all times and any offer of employment may be contingent on Garda Vetting and Reference Checks. A copy of the organisations [Safeguarding and Child Protection Policy and Vetting Policy](#) is available for review on our website.

All documentation received by Friends of the Earth will be processed in accordance with the Data Protection Acts, 1988 and 2003 General Data Protection Regulation (GDPR; 2018). The information will only be used by Friends of the Earth in the processing of job applications and for ongoing administrative purposes with job candidates.