



**Friends of
the Earth**

Friends of the Earth is hiring an Administrator & Operations Manager

Closing date: Midnight Sunday 9th June 2024

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 in the face of opposition from powerful vested interests and we need committed, energetic and flexible people on our team.

About the role

The successful candidate will provide crucial support to the organisation 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 post-holder works closely with other colleagues at all levels of the organisation and provides support in line with the duties below.

Responsibilities

1	Office & IT Management	<ul style="list-style-type: none">§ To set new employees by fulfilling their ICT needs such as procuring devices, setting up the correct level of access to platforms, laptops etc§ To ensure we have the office supplies, office equipment and technical support we need, including procurement as per our ethical guidelines, maintenance of inventories/asset registers, and liaising with suppliers and contractors as needed§ To provide prompt troubleshooting IT issues with phones, laptops, printers, the office wifi, in the first instance, and refer to suppliers and contractors if necessary in the second instance§ 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
2	Administration	<ul style="list-style-type: none">§ To respond in an efficient, friendly and appropriate manner to all public enquiries, including from supporters i.e. e-mail, post, telephone and in person, including redirecting as appropriate and logging them into our CRM system, Salesforce§ To manage the administration of the organisation's 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, such as proofreading and formatting of notes, reports and presentations to the highest standard possible§ To maintain an up to date and effective filing system

<p>3</p>	<p>Support to the CEO, Deputy CEO & the Board</p>	<ul style="list-style-type: none"> § To be a point of contact for external contacts, in particular partners and funders § To support scheduling and arranging meetings and organisational, and forward planning § To receive and filter telephone calls, post and email enquiries, referring messages appropriately, answering on their own initiative whenever possible § 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; this includes using our Project Management software, Click Up § To provide administrative and logistical support the Board such as helping with their meetings and the fulfilment of their Governance obligations § To support the work of the CEO, Deputy CEO and the Management Circle in other ways, as agreed
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The list of duties is not to be regarded as exclusive or exhaustive. You will be required to be flexible and to undertake other duties as may reasonably be assigned to you by the Senior Management, relevant to the post.

About You

Essential skills or experience:

- Minimum of two years' direct relevant experience
- Excellent communication skills (verbal and written)
- Ability to multi-task and prioritise competing demands
- Demonstrated relationship management skills and experience in working in a supportive manner
- An interest in office technology as listed in the job descriptions and an ability to troubleshoot IT problems
- Strong attention to detail

Desirable skills or experience:

- Experience or understanding of organisational policies and regulations such as GDPR, Health and Safety, Charity Governance etc.
- Experience working in Not For Profit organisation
- Experience working with collaborative digital tools such as Salesforce, Slack, ClickUp or similar, in particular in the context of hybrid working
- Experience with office procurement
- 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 who are 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.

Contract duration: This is an 18 months contract, subject to organizational funding.

Hours per week: This is 4 days a week post (28 hours).

Location: The position is based in our office in Mount Street Upper in Dublin 2, however beyond the Covid pandemic we continue to facilitate hybrid 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 by the role, including at short notice.

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

Salary: The post is on our Programme Officer Scale, with incremental pay increases every 12 months. The starting *fulltime* gross annual salary for this post is between €36,111 and €41,349, depending on experience.

To Apply: Send your CV with a 1-page cover letter to jobs@foe.ie by midnight on 9th June 2024 – 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.