



POSITION: Programme Administrative Support Officer
DEPARTMENT: International Development Foundation, ILCU
REPORTING TO: International Programme Manager

Main purpose of Job:

The Programme Administrative Support Officer will be responsible for providing administrative support for the Foundation's major projects, including overseas programmes; facilitating travel arrangements for Foundation staff; facilitating the smooth and efficient running of the internal functions of Foundation and ensuring that administrative duties are carried out effectively and documentation is kept up to date. As the role develops the Programme Administrative Support Officer may support proposal development and reporting related to the Foundations programmes overseas.

Main duties

Programme Support:

- Ensure all project documentation is recorded and filed (including proposal applications, contracts, submitted reports and donor email communications) maintained for all co-funded projects.
- Assess potential donor opportunities on a regular basis and assist with funding proposals and reporting as requested.
- Draft third party contracts, terms of reference and agreements for the Foundation as required
- Assist in budget development of 'mini-projects' with Technical Advisors.
- Track spend of projects and ensure that accurate documentation is provided for all expenditure.
- Organise travel arrangements and costings, including flight bookings, accommodation, insurance, per diems.
- Provide support for travelling staff by organizing briefings, itinerary planning, liaising with hosting partners, and keeping up-to-date with restrictions for international travel.
- Ensure full and properly executed documentation is maintained for all workshops, trainings, study tours and overseas field trips.
- Liaise with partners and external stakeholders on documentation and meeting organisation, and maintain productive working relationships to ensure smooth implementation, cooperation and support of the programmes.
- Occasionally attend external meetings and represent the Foundation.
- Draft narrative reports on projects for the Foundation Board and donor reports.
- Conduct regular reviews of published tenders to explore future opportunities for the Foundation.
- Speak with Credit Union staff in the Republic of Ireland and Northern Ireland to keep them updated on fundraising drives.



Governance and Compliance:

- Ensure adherence with internal Foundation policies, manuals, processes and systems, and ensure that they are operational.
- Assist in drafting new policies and revision of existing policies with the Compliance Officer.
- Maintain a schedule of policy updates.
- Comply with external policies and external reporting requirements to regulatory bodies as required.
- Process invoices and expenses in line with agreed finance procedures on behalf of the Foundation team.
- Liaise with the Compliance Officer regarding donor account codes for expenditures.
- Undertake Data Protection duties for the Foundation with regard to maintaining data registers in line with GDPR, and respond to Rights Requests and deal with any potential data breaches.

Administration:

- Attend weekly staff meetings and take and distribute meeting notes.
- Provide support to every new staff member on their induction, with direction from the CEO and their line manager.
- Assist with meeting logistics including booking venues and/or organising Teams & Zoom meetings for events.
- Organising logistics for events including room set up, technical set up and support, technical supports.
- Maintain and continuously improve administrative systems, including electronic filing systems (e.g. Sharepoint, Sync), project plans, and databases.
- Provide general admin support to the Foundation team, Board Directors, and key stakeholders as required.
- Take responsibility for post to and from the office.
- Co-ordinate the storage of documents for the organisation.
- Proofread and format texts and reports for external communications.
- Keep up to date with news of our programme countries.
- Undertake any other duties and responsibilities appropriate to the post.

Skills and Experience Required

- 3rd level Degree
- Minimum twelve months administrative experience in a busy environment
- Excellent organisational and interpersonal skills
- Ability to work in a busy environment, prioritise and manage multiple tasks
- Experience of arranging travel
- Excellent word processing skills and a high-level of competence in Microsoft Office applications
- Knowledge of setting up office systems and procedures
- Experience using teleconferencing technology



- Good experience of compiling reports
- High level of attention to accuracy and detail
- Ability to work on own initiative
- Highly motivated with the ability to work under pressure and to tight deadlines.
- Good team player

How to apply:

Please submit CV with Cover letter via email to:

Maura Behan, HR Executive, Irish League of Credit Unions

Email: mbehan@creditunion.ie

Closing date for receipt of applications is **Friday 17th June 2022**

The Irish League of Credit Unions is an equal opportunities employer.

The ILCU International Development Foundation is registered in Ireland, registered charity number 20024314.