



## DUN LAOGHAIRE RATHDOWN OUTREACH PROJECT LTD

### Job Description

Title of Post: *Manager's Administrative Assistant*  
Report To: Manager  
Contract: Temporary fixed term contract for six months of 15 hours per week  
Salary: HSE Clerical Grade IV, Point 1 €28,749, pro rata

#### Main Duties:

To work as a team member in order to fulfil DROP's policies, aims and objectives.

- To assist the Manager through research and liaison to organize events, activities and projects.
- To compile and write reports, undertaking research if required, as requested by the Manager.
- To work closely with the Manager to develop and maintain effective administrative, office and ITC systems and procedures.
- To assist the Manager to ensure effective staff communication, policy development, service promotion.
- To deal sensitively with telephone requests for help, information and advice and to work closely with project staff to ensure that DROP provides effective responses.
- To liaise on behalf of the project with external agencies and individuals
- To attend regular line supervision with the Manager.
- To assist with evaluating services through e.g. developing clear targets and appropriate performance indicators as requested.
- To keep and record any documents or records relating to project.
- To ensure that a proper filing system is kept
- To do any photocopying / printing needed for the project.
- To act as minutes secretary for meetings as requested.
- To take up training opportunities offered by the project as and when appropriate.
- Any other duties as requested by the Manager.

#### *Person Specification:*

- Excellent literacy, numeracy skills, and strong IT skills.



- Excellent organisational and research skills; having strong initiative, problem-solving skills, an understanding of when to ask for help, advice or information in order to overcome obstacles, and the ability to complete own work to a deadline.
- Excellent interpersonal and communication skills when working with staff, with members of the public, service users, Board of Management, funders and any other project stakeholders.
- Demonstrate an understanding of the Project's Mission Statement, Values, aims and objectives, and of its policies and procedures particularly with regard to confidentiality and equal opportunities.
- A strong work ethic, integrity, flexibility, enthusiasm and an ability to develop existing skills and learn new skills.
- An interest in and an ability to research information and to compile summary reports on the findings.
- An ability to work co-operatively and assertively as an integral member of a developing team.
- An awareness of addiction issues would be desirable

To apply please submit cover letter and CV to [manager@drop.ie](mailto:manager@drop.ie) before Friday, 30<sup>th</sup> September 2021

Shortlisting, Garda vetting and reference checks will apply