

Education and Training Administrator – Galway Rape Crisis Centre

Hours of work: 22.5 per week

Administrator Responsibilities:

- Supporting the Head of Education and Training and supervising administrative department activities for Education and Training staff members.
- Work collaboratively with the education and training team and with all other relevant line managers, departments and staff to ensure effective and efficient implementation and management of the system.
- Handling basic office tasks, such as answering emails and phone calls, data entry, take minutes during meetings and report writing.
- Coordinating schedules and managing calendars for multiple parties to ensure that activities are properly arranged with no conflicts.
- Making travel arrangements and preparing documents, presentation materials, and facilities for meetings.
- Ensure that important deadlines are met in preparation for key dates surrounding education and training.
- Be the point of contact for all staff queries relating to education and training.
- This includes working with the record management plan to document all education and training procedures and guidelines for the various training.
- Create and maintain filing systems.
- Create & maintain computerised records.
- Undertake or oversee any other duties/projects as required and directed by the relevant project leads, having regard to the changing needs of the Centre.
- Attend all relevant CPD training associated with the role and responsibilities.

Requirements and skills

- Experience as an administrator or similar role
- Excellent MS Office knowledge
- Familiarity with office gadgets and applications (e.g. e-calendars and copy machines)
- Excellent verbal and written communications skills
- Discretion and confidentiality
- The ability to prioritise tasks and manage work efficiently.
- Strong attention to detail

Desirable:

- Knowledge of Gender Based Violence

Please email your cv to admin@grcc.ie by close 5.30pm on Friday the 14th of April.

