

Job Description: NNP Secretary

Nano Nagle Place is dedicated to

- becoming Cork's best heritage & visitor destination, telling the inspirational story of Nano Nagle by celebrating and bringing alive Nano Nagle's educational, community inclusion and spiritual vision for a contemporary world;
- becoming Cork's preeminent community education hub; and
- being a welcoming and inclusive oasis of beauty, ecology, reflection and spirituality.

Job Description: The role of NNP Secretary is a part-time role (on a one-year fixed term contract) that will assist the Ministry Manager and Business Manager in managing and leading the development of the services provided by the Ministry Department in Nano Nagle Place. The Ministry Department is a community centre which provides services to (a) persons on a journey of personal development and (b) migrants in need of information and support.

This role has the following key purposes:

1. To provide Administrative Support to ensure the efficient operation of the Ministry department.
2. To work with the Business Manager to help on relevant Finance matters.
3. To help maintain general Operations, safety and security across Nano Nagle Place.
4. Ensure compliance with policies and procedures (H&S, Child Safeguarding etc.).
5. Any other duties that may reasonably be required from time to time consistent with the general level of responsibility of the post.

Main duties & responsibilities:

Administrative Support

- To manage administration for the Ministry Department including for the Lantern Project and Cork Migrants.
- To be available for administrative duties across NNP as required.
- To ensure that all administrative duties are completed accurately, delivered to a high quality and in a timely manner. These duties will include (amongst others):
 - develop efficient and up-to-date administrative systems;
 - assist in the preparation of regularly scheduled reports;
 - carry out administrative duties such as filing, typing, copying, binding, scanning etc.;
 - maintain computer and manual filing systems in accordance with GDPR regulations;
 - organize and schedule meetings and appointments; and
 - reply to email, telephone or face to face enquiries.

Finance

- To work with and to the Business Manager and the Bookkeeper in relation to:
 - managing petty cash in the Ministry department;
 - assisting with relevant purchases and purchase invoices;

- managing grant applications and follow up documents; and
- helping manage the operational budget.

Operations

- To work with the Facilities Manager and the wider team to ensure the smooth operation of Nano Nagle Place by following operational procedures for health and safety.
- To work with the Events Manager and Ambassador (Ministry) to ensure the smooth allocation of timetabled booked rooms - ensuring the cleaning, security and preparation of rooms.
- Provide general support to visitors and to work with the Community Employment officers to manage reception requirements.
- To manage the Community Employment work rosters.
- To work with the Volunteer Coordinator re administration in this area.

We're looking for a colleague:

- with proven administrative and secretarial experience;
- with excellent MS Office skills, in particular Word, Outlook and Excel;
- who works in a proactive and self-starting manner;
- happy multi-tasking and mucking in;
- who will embrace a multicultural environment and culture;
- who is highly proficient in spoken and written English;
- with strong organizational and planning skills;
- who is a personable team player;
- who is reliable and punctual;
- with a working knowledge of GDPR requirements.

Working hours, patterns and environment

- 21 hours per week
- 24 days' holidays pro rata.
- Overtime is not paid but time in lieu can be agreed with the Ministry Manager.
- Please note that there will be a 3-month probationary period.

Garda vetting

To comply with our [Child Safeguarding policy](#), we require that all staff (and volunteers) at all levels complete a satisfactory Garda vetting process.

Responsible to:

- Ministry Manager
- Business Manager