



VACANCY 2024

Job Title: Office Administrator (Ireland)
Department: Ireland
Location: Dublin
Staff Group: SIPTU
Reports to: Irish Secretary and Head of Personnel & Administration
Contract Type: Permanent
Start Date: ASAP
Salary: €38,086.12
Working Time: Full-Time, 5/days wk., 32.5/hrs wk.
Hybrid Working: Min. 3 office & 2 working from home (up to 5 days office, if required)

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Journalists
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The NUJ is an equal
opportunity employer.

PERMANENT

JOB DESCRIPTION

OFFICE ADMINISTRATOR (IRELAND)

Based in the Irish office of the **National Union of Journalists (NUJ)**, located in Dublin, this Office Administrator role will provide administrative support to the Dublin based officials and the London based Head of Personnel & Administration. This role has the following responsibilities:

OFFICE ORGANISATION & FINANCE:

- In conjunction with the Irish Secretary, ensure the smooth running of the day-to-day administrative function of the Irish Office
- Liaise with the landlord regarding all building related services, issue resolution and negotiate lease renewals.
- Negotiate office equipment service agreements
- Liaise with the NUJ IT consultant in relation to Irish office IT equipment and services
- Responsibility for organising workstation assessments, PAT and risk assessments
- Monthly preparation of the Irish Office payroll, including liaison with outsourced payroll company, uploading of pension contributions and related issues in liaison with the Head of Finance & Membership, cc Head of Personnel & Administration
- Monthly updates and reconciliation of Irish Executive Council (IEC) accounts
- Assistance to Irish Secretary on preparation of the annual budget submission
- Responsibility for the safe keeping of the office payment card and statement reconciliation
- Banking of all member subscriptions received in Irish office and notification of payments to the Head of Finance & Membership and the Membership Department in London

ADMINISTRATIVE and INDUSTRIAL:

- Administrative support, alongside PA to Irish Secretary, to include minute taking, audio and touch typing and accurate electronic and paper filing as required.
- Attendance at meetings of the IEC, preparation of any necessary documentation and correspondence relating to decisions as required by the Irish Secretary
- All aspects of the administration of the Irish Delegate Conference, including attendance and recording of decisions taken, and payment of expenses
- Arranging accommodation and travel for lay members and the Irish officials, where necessary, along with PA to the Irish Secretary
- Responsible for liaison with the Irish Congress of Trade Unions and the work related to the NUJ's delegation to Congress, provision of membership figures for affiliation fees, notification of delegates, and securing delegates' accommodation
- In liaison with the membership department, organise the production of the Irish members' press cards
- Work collegiately and remotely as part of the wider NUJ administrative staff team, as directed by the Head of Administration & Personnel
- Screening calls and emails to ensure that initial information is gathered and recorded to a point where it is possible to decide on the urgency and appropriate course of action relevant to the situation
- Requesting supporting documentation and any other relevant information that might be necessary to expedite the assistance that might be provided
- Sign-posting members to their local workplace representatives and branch officials
- Liaison with officials and administrative assistance to organise members' training course and ensuring workplace chapel reps receive the necessary training
- Booking travel and arranging logistics as required
- Assisting with recruiting and retention efforts and events as required
- In liaison with Irish officials and the legal department, provide the necessary administration for the effective running of consultative and industrial action ballot processes, ensuring that timescales and procedures are adhered to
- Provide administrative support to servicing officers, based in London and other NUJ offices, as directed by the Head of Administration & Personnel

PERSON SPECIFICATION

Exceptional use of MS Office applications, including Word, Excel, Teams, PowerPoint, Outlook, Forms etc. | Payroll experience | Reconciliation of basic office accounts | Experienced in preparing accounts including income and expenditure | Day-to-day use of a database, Survey Monkey and text messaging services | Fast and accurate touch typing | Exceptional customer service skills and focus | Unflappable and sympathetic when faced with members in distressing situations | An excellent telephone manner | Handling confidential information and difficult situations with calm and diplomacy | An understanding of equality matters | Effortless organisational skills | Diary and travel management | Minute taking and audio | Experience of working in a membership or customer facing organisation | A good understanding of the implications of the Data Protection Regulation 2018 on the role | SharePoint and Dropbox preferred, but not essential | Basic employment law | Health & Safety | General Data Protection Regulation | Discretion | A proactive approach to the working day | professional, friendly and team oriented when dealing with colleagues and members alike | Initiative and self-motivation | A desire to get involved | An interest in trade unions and their aims | Happy to work day-to-day in a busy team with all hands-on deck attitude.

HOW TO APPLY

Complete the application form, sign the GDPR notice and email to Personnel@nuj.org.uk.

Close of application: Noon, 2nd September 2024