

Job Description

Office Manager, Friends of the Earth

Our organizational culture

Friends of the Earth is an environmental justice organization whose mission is to campaign for solutions to environmental problems that make life better for people. We are trying to change the world on a shoestring and in the face of opposition from powerful vested interests. So we need committed, energetic people on our team. We work collaboratively to advance the organization's goals, values and mission. And we look out for each other as best we can.

We are a small, nimble organization. This means there'll be plenty of opportunities to learn and develop new skills. It also means you'll need to be flexible and you'll be expected to get stuck in and do whatever tasks are required to ensure that work is completed on time and to the highest standards possible. No matter what your role is within the organization you'll need to answer phones, deal with routine office tasks and, crucially, wash the dishes and put out the bins.

The Job: Office Manager

Your work contributes to the achievement of the following strategic objective for the organization:

- To achieve best practice in our own governance and management.

Core responsibilities:

1. Day-to-day financial administration
2. Coordinating the administration of our project grants from institutional donors (e.g. European Commission, trusts and foundations).
3. Supporting the Governance activities of the organization
4. Coordinating the development of our working environment
5. Executive Assistant to the Director

In fulfilling those responsibilities, your duties will include but are not limited to:

1. Financial administration

- Administering our payments and receipts processes.
- Maintaining our physical financial files.
- Keeping our electronic records of income and expenditure up-to-date.
- Working with the Director to ensure proper financial control, produce quarterly management accounts for the Board, and coordinate the preparation for the annual audit.
- Working with the Director to convene and support the Finance and Audit Committee as required.

2. Project administration

- Working with colleagues to produce budgets for grant applications.
- Working with the Director to manage the overview of how different projects fit together financially.
- Coordinating colleagues to ensure the proper tracking of project income and expenditure.
- Coordinating colleagues to ensure the administrative requirements of project grants are fulfilled.
- Working with other colleagues to produce financial reports for funders.

3. Governance activities

- Working with the Director to enable the Board to do its job by, for example, organizing Board meetings, taking minutes etc.
- Working with the Director to ensure our compliance with the requirements of the Companies Office, the Charities Regulator and the Governance Code.
- Working with the Director to understand and apply best practice across the organization

4. Our Working Environment

- Coordinating colleagues to ensure a comfortable, safe and productive workspace.
- Coordinating colleagues to ensure we have the office supplies, office equipment and technical support we need.
- Liaising with suppliers and contractors as needed.
- Liaising with the other organizations to manage our shared workspace on the 2nd and 3rd floors as needed.

- Liaising with the organizations in the building as a whole to manage any shared responsibilities (e.g. fire safety, liaison with the landlord) as needed.

5. Executive Assistant to the Director

- Supporting the Director to manage their calendar and correspondence.
- Supporting the Director to ensure the most effective use of their time.
- Supporting the work of the Director in other ways, as agreed.

The Nitty Gritty: Terms and conditions

Accountability and support: You will report to the Director.

Contract duration: This is an 18-month contract. There is a three month probationary period. At the end of the 18 months a decision on the future of the post will depend on organizational funding. Our aim is to convert the post into a permanent post.

Hours per week: This is a part-time contract, for between 17.5 and 21 hours a week to begin with (2.5 and 3 days). More hours may be offered depending on organizational funding.

The distribution of the hours across the week is flexible by agreement with the Director, but will involve at least 3 days and more likely 4.

Location: The position is based in our office in Mount Street Upper in Dublin 2.

Annual Leave: Every staff member gets a total of 5 weeks paid annual leave in the year (25 days for a full time employee, 5 days a year for every day you work per week over the year).

Salary: The post is on our Programme and Administration Payscale. For a fulltime employee the annual gross salary on the 5-point scale runs from €23,625 to €31,014. The gross salary for this post will be the pro-rata equivalent depending on how many hours per week the employee is working.

To Apply: send your CV with a cover email to jobs@foe.ie by 23.59 on Wednesday 6th February.