



Job Description

- Title:** Foundation Administrator
- Reporting to:** Foundation and Membership Development Manager (FMDM)
- Job Purpose:** To provide full administrative support to the Development Executives (DEs) and the FMDM and contribute to the overall efficiency of the Foundation Department
- Nature & Scope:** The Society's mission is to further the broad economic and cultural development of Ireland. Since its inception in 1731, it has made significant contributions to Irish society in the areas of agriculture, science, arts and industry. The position of Foundation Administrator is to provide effective administrative support to the Foundation Team members who develop programmes and events in each of these four Foundation areas.

Key Responsibilities

1. Assist the Team before, after and during Foundation events. This will include mail-outs, updating databases, meeting and greeting attendees and ensuring any issues are brought to the attention of the DE and or FMDM.
2. Handle telephone enquiries and online event bookings (Filemaker), re-directing queries where appropriate.
3. Assist with the administration of the preparation, design and proof-reading of Foundation event promotional materials such as brochures, advertisements and Press Releases before full sign off by the relevant DE and submission to the printers where appropriate. This will include the development of web promotional banners for the RDS homepage.
4. Assist with website and social media content management. Monitor and update the Foundation section of the RDS website as well as the RDS Facebook and Twitter accounts, in consultation with the DEs and Marketing Department, on a weekly basis or as appropriate.
5. Attend weekly Foundation Meetings. This will include minute taking and updating the Foundation Event Schedule.
6. Provide operational support to the DEs and FMDM for Committee meetings. This will include room bookings, room set-up, the preparation of teas and coffees in advance of meetings and any post meeting administration.
7. Manage all administration with relation to specific Foundation events as agreed by the FMDM and/or Foundation Director.

8. Administer the Purchase Order Numbers for invoices for the Foundation Department ensuring related invoices are accurate before distributing to the relevant Team members for authorisation.
9. Participating in any other RDS projects, events or activities as directed by the FMDM and/or Foundation Director.

Person Specification

Personal Attributes:

- The candidate must be a people orientated person, highly conscientious, organised and detail conscious.
- Must have a flexible approach to work and have a proven track record in being able to work accurately under pressure to tight deadlines.
- Have a proven ability to organise, prioritise and complete tasks in an efficient and methodical manner. Must be a proven completer / finisher.
- Willing to work occasional weekends and evenings when Foundation events are taking place.
- Enjoys working with a broad range of people from school children to graduates to highly qualified and well-respected professionals including Committee Members.
- Motivated, confident and credible individual with initiative and common sense and a proven ability to work within a cross functional team.

Qualifications:

- Third level qualification with a focus on business/office administration.

Experience:

- At least three year's administrative experience which must include the ability to use IT packages such as Word, Excel, PowerPoint and Photoshop.
- Experience of supporting a team and having to prioritise and multitask.
- Knowledge of website and social media (Facebook and Twitter) content management is essential.
- Experience of using and maintaining database/online application systems is desirable (Filemaker).
- An interest in one or more of the Foundation Activities (agriculture, arts, industry and science) is desirable.

Skills:

- Adept proof-reading skills.
- Excellent administrative and organisational skills.
- Strong communication and interpersonal skills.
- Proficient IT, social media and website content management skills.

All interviewed candidates will be asked to undertake an administrative skills test which is directly related to the role.

Note: Candidates must have a full, clean, current drivers' licence and own car for this role.

January 2012