



Job Title:	Administration Manager
Organisation:	Community Resources Network Ireland
Salary & hours	This a part-time position 16 hours 2 days per week in Dublin. Working hours and arrangements will be agreed with the successful candidate. Salary is €33K pro rata.
Contract:	1 year initially, renewal subject to performance review

Closing date for applications: Midnight 18th July, 2022

Dates for first round interviews: Week beginning 25th July

Expected start date: Mid-late August, 2022

To apply for this role, please send your cover letter and CV to info@crni.ie no later than midnight on the closing date specified above. Late applications will not be considered.

CRNI welcomes diversity in the workplace and promotes equal opportunities.

About Community Resources Network Ireland

CRNI is the all island network of community based reuse and repair organisations.

Our vision is an Ireland where the word 'Waste' doesn't exist and where our entire community benefits from the social, environmental and economic value of all reusable resources. Our aim is to promote community based, sustainable waste management as a practical and effective way of tackling Ireland's growing waste problem.

We are currently recruiting for an Administration Manager. Working closely with the CRNI National Executive, this is an exciting opportunity to help bolster our community development work and ensure organisational sustainability.

Role Summary:



Duties may include but will not be limited to

- Financial administration & book keeping
- HR administration
- General administration
- Verbal , written and email communications
- Assisting with the preparation of:
 - Financial and project reports
 - Strategy documents
 - Funding proposals & other reporting requirements as appropriate
 - Board reports
 - Reports and returns to Companies Registration Office, Charities Regulator & other statutory requirements
- Coordinating, documenting and hosting internal and external meetings
- Supporting the National Executive, appointed accountants & board members as required
- Ensuring adherence to relevant HR & legal policy & legislation
- Any other duties determined necessary for the successful operation of the network

Necessary skills & personal attributes

- Experience in a business administration role or finance role
- 3yrs+ experience
- High level of attention to detail
- Strong IT & organisational skills
- Good oral and written communication skills
- Excellent numeracy skills & financial management/bookkeeping experience
- Ability to multitask and problem solve
- Reliable & adaptable with an enthusiastic approach to work
- Good interpersonal & communication skills
- Team player with a can do attitude

Desirable qualifications/experience

- 3rd level qualification in a business related discipline or equivalent
- HR management experience
- Previous experience of research programmes and or/working in the third sector