

Dublin Rape Crisis Centre

Senior Administrator

Dublin Rape Crisis Centre (DRCC) has a twofold mission: to prevent the harm and heal the trauma of all forms of sexual violence. We provide first response services through the National 24/7 Helpline, face to face therapy and an information and support service. We provide accompaniment and support to those who attend the Rotunda Sexual Assault Treatment Unit, Garda Stations, Courts and other settings. In addition, we offer education and training programmes for a wide variety of professionals, frontline staff and volunteers who work with those who have experienced sexual violence.

About the Role:

We invite you to join us during this exciting period of growth and expansion at DRCC. As a Senior Administrator, you will play a pivotal role in supporting our dynamic team and driving efficient operations across the organisation. Reporting to the Head of Operations and Administration, you will be instrumental in ensuring our administrative processes run smoothly, enabling us to meet the evolving needs of Dublin Rape Crisis Centre's growth. Your contributions will directly support our mission to prevent harm and heal trauma. You will thrive in a collaborative environment, working closely with colleagues to enhance team performance and achieve organisational goals.

About You:

The ideal candidate will possess exceptional administrative skills and demonstrate sound judgment in handling confidential tasks.

As a seasoned Senior Administrator, you will bring:

- ▶ Proven extensive administration experience, including expertise in delegating and monitoring team activities.
- ▶ Advanced proficiency in Microsoft Word, Excel, PowerPoint, Outlook, and CRM systems, ensuring skills are current and aligned with the latest Microsoft suite of technological advancements.
- ▶ Strong project management and organisational skills.
- ▶ Experience engaging with and reporting to senior management teams.
- ▶ High attention to detail and effective organizational skills.
- ▶ A positive attitude and ability to work well with others.
- ▶ Energy and the ability to multitask, prioritise workload, and adapt to a dynamic and growing organisation.
- ▶ Professional handling of sensitive and confidential information.
- ▶ Excellent written and verbal communication skills.

Key Responsibilities:

- ▶ Provide administrative support to the CEO, Head of Operations and Administration and the wider management team as needed.
- ▶ Ensure regulatory and governance activities are actioned throughout the year.
- ▶ Delegate and monitor administrative support requests from other departments.
- ▶ Maintain the register of company policies and procedures, monitoring review dates.
- ▶ Process Garda vetting for staff and volunteers as per procedure.

- ▶ Handle correspondence with external parties, document creation, and information management reporting.
- ▶ Minute taking at selected meetings and monitor agreed actions to ensure timely completion.
- ▶ Lead and engage in assigned projects.
- ▶ Distribute administrative workload and monitor team productivity under HOO&A guidance.
- ▶ Facilitate effective communication within the team and provide training as needed.
- ▶ Provide backup coverage for other administration team members as needed.
- ▶ Oversee annual leave cover for reception and ad hoc reception team lunchtime cover.
- ▶ Support the administration of current Health and Safety standards.
- ▶ Supervise and delegate building maintenance and facilities requests with the Reception Team.
- ▶ Liaise with third-party service providers to ensure timely completion of annual service contracts.
- ▶ Assist Head of Operations and Administration with annual budget data collection.

Benefits:

- ▶ Competitive salary
- ▶ Full-time hours (9am to 6pm) Onsite
- ▶ 23 days annual leave
- ▶ Pension scheme
- ▶ Travel Tax Saver Scheme
- ▶ Bike to Work Scheme
- ▶ Immediate access to Dublin Rape Crisis Centre Employee Assistance Programme (EAP)

If you have the requirements we need and a desire to work in a busy organisation, committed to making a difference for those who have been affected by sexual violence, we would love to hear from you!

How to apply

Please send your application letter and up to date CV to recruitment@rcc.ie insert Senior Administrator in subject line.

Closing Date: 17th May COB

Note:

DRCC is an Equal Opportunities Employer and welcomes applications from people of diverse backgrounds and abilities.

All prospective employees are required to declare prior convictions and whether they have been or ever having been the subject of any investigation or inquiry into abuse or other inappropriate behaviour. •

Applicants should be aware DRCC is currently located in an old Georgian building on Leeson Street with access steps from the street. • It is committed to providing reasonable accommodations for applicants and employees with a disability. Should you have a reasonable accommodation request, and you wish to discuss please contact Naomi Patton, HR Manager.