

ROLE DESCRIPTION: ADMINISTRATIVE SUPPORT Mount Argus

EMPLOYER	Congregation of the Passion Mount Argus
Period of Tenure	Three years
Main Tasks	<ul style="list-style-type: none">• To provide administrative assistance to the Rector and Parish Priest• To develop systems for administration• To provide support for organisation of events• To take part in all aspects of general office duties
Scope of the Role	<ul style="list-style-type: none">• To regularly update accounts system• To process payments and donations, including lodgements, staff salaries and related contributions• To answer email enquiries• To manage registrations for sacraments• To direct any general enquiries to the relevant member of the community or staff as necessary• To occasionally be available to help with registration for large in person gatherings• To develop and maintain an up to date data base of email, phone contacts and volunteers• To maintain and populate the website and social media platforms• To assist in the production of a weekly Bulletin from content provided by the parish priest• To help create promotional material, such as posters and social media postings• To conduct all assignments in a professional, courteous and confidential manner.
Reporting to	The Bursar
Contract Type	20 hours for a fixed term of three years
Pay scale	Starting salary point (meets essential job specification requirements) is €17,680 per annum. Some additional consideration may be taken into account for experience above the essential requirements.
Location of work	St Paul's Retreat, Mount Argus, Dublin 6W
Essential qualifications	<ul style="list-style-type: none">• Must be able to use Microsoft programmes, including Word, Excel and Access• Able to use SAGE• Ability to communicate and relate well• IT skills and able to use social media platforms• Good organisational skills

Desirable qualifications	<ul style="list-style-type: none"> • Experience of working with a team • Experience of dealing with public enquiries • Awareness of the work of the Passionists • Awareness of the structure of parish and religious life • Awareness of the ethos of the Catholic Church
Experience	<ul style="list-style-type: none"> • Some prior experience working in administrative support and/or Formal qualifications in administrative support at Certificate or Diploma level
Skills & Behaviours	<ul style="list-style-type: none"> • Ability to communicate well to a range of people • Good interpersonal skills • Strong IT and writing skills • Ability to work in a team • Good organisational skill • Good knowledge of website updating • Good knowledge of technical office equipment • Willingness to undertake job-related training and upskilling, e.g. health & safety, safeguarding • An appreciation of confidentiality and discretion
Other	<ul style="list-style-type: none"> • Ability to work within the framework of 20 hours from 9.30am to 1.30pm Monday to Friday
Annual Leave	4 weeks (pro rata basis)
Probationary Period	This appointment is subject to the satisfactory completion of a six month probationary period.