

Project Officer – Administration

Osborne are delighted to be partnering with a not-for-profit health organisation in the recruitment of a Project Officer (Administration) to join their team on a 2 year FTC. This role will involve providing support in the areas of project management, administration, bookkeeping and operations.

Background

Dental Health Foundation Ireland (DHF) is a national non-profit organisation. It is a dynamic and vital organisation, at the forefront of improving oral health in Ireland, through advocacy and oral health promotion. Founded more than 40 years ago from within the dentistry profession, we adopt proactive engagement across all platforms working alongside Government, health and dental professionals, national and local organisations, and the public. Our goal is to promote oral health and to highlight the overall health benefits that can be achieved through improving oral health.

The Position:

We are currently recruiting a **Project Officer (Administration)** to join our small but dynamic team at the Dental Health Foundation to provide operation and project management support across multiple areas. This will include core administration, including basic bookkeeping, and special projects as they arise.

The position will be based in the company's Dublin offices (covid compliant), and flexibility to work location will be considered. The position reports to the CEO and will work closely with other team members. The Project Officer is a pivotal position and will be responsible for delivering efficient and effective support to the Foundation, achieved through impactful supportive management. The successful candidate will ensure consistent high standards are achieved across all facets of their responsibility.

Compensation is €35,500 annually, pro rata, for a 22-hour week. This role is a 2-year FTC.

Key Responsibilities:

- Maintain and actively manage current office systems and procedures and devise new office systems and procedures where necessary all filing and maintaining / safeguarding sensitive data and all office records.
- Daily office operation duties to include postage, communications (email, phone etc), responding to requests for information and enquiries, preparing documents, packs and papers for meetings, photocopying, printing, filing.
- Operations management of print and materials needed for: Board packs, conference desks, educational resources; internal and external meetings; in-house publications; awards, projects, and programmes; social media, website and online content.
- Occasional supervision of a seasonal intern.
- Where appropriate gathering information for the CEO and other staff regarding database trends and resources as they relate to enhancing DHF's capacity for effective communication, decision-making, and long-term planning regarding our national reach in oral health promotion and advocacy.
- Manage annual compliance documentation and timelines.
- Keep CEO informed (on a timely basis) of significant issues that may impact the development and delivery of our programmes and services.
- Manage all office supplies and suppliers, and liaise with key organisational suppliers including telephone, internet, IT, maintenance ensuring all systems are maintained effectively.

- Maintain Annual and Sick Leave Rosters and coordinate timely correlation of staff timesheets.
- Field press and media enquiries related to the organisation when necessary.
- Act as PA to the CEO where appropriate and necessary.
- Ensure all documentation and correspondence - electronic and paper - are stored securely and in a way that makes them easy to be retrieved and in compliance with GDPR.
- Where necessary, work on administration of human resource functions including coordinating inductions for new staff, interns and students on placement, interview.
- Work collaboratively with external stakeholders.
- Ensure facilities, furniture, equipment, as necessary and appropriate to needs of meetings, presentations and conferences.
- To carry out other duties from time to time as determined by the CEO.

The ideal candidates will possess the following:

- A relevant 3rd level qualification is desirable.
- Familiarity with the public sector/ health / education sector considered an advantage.
- At least 3 years' experience in providing high level fast paced and varied administrative support in a dynamic office environment.
- Experience of establishing strong working relationships with colleagues and management from different sectors.
- Experience of co-ordinating high-volume activity for professional events and multitasking various projects and routine activity when necessary and at any given time.
- People-centred, dealing with the public in an environment of change and continuous improvement of services that the Foundation offers.
- Experience of operating financial management system, MS Office including Word, Excel, PowerPoint to the best advantage of the task/project at hand including online communication platforms and GDPR compliance.
- High level administrative and organisation skills and attention to detail.
- Highly confidential attitude and approach in all aspects of work.
- An ability to quickly establish and maintain rapport with a diverse range of stakeholders and to manage on-going working relationships and work plans.
- High level of initiative and can work efficiently and effectively both independently and as part of a team and knowing the difference when to distinguish.
- Excellent time management skills.
- Attention to detail and ability to meet deadlines while demonstrating excellent customer service skills.

Application and Selection Process:

The selection process may include short-listing of candidates. The selection criteria will be based on the requirements of the position. It is therefore important that you provide a detailed and accurate account of where you believe your skills and experience meet the requirements for the position.

This should be contained in a cover letter accompanying your CV.

To apply for the position applicants should send a detailed CV and cover letter quoting the job title to maisie.doyle@osborne.ie on or **before 5pm Wednesday 7th July**. Alternatively you can contact Maisie Doyle on 01 6384400.

