

EXECUTIVE ADMINISTRATOR:

Development, Training and Communications

Responsible for developing administrative and event management support for the organisation with the objective of supporting the strategic objectives of CEIST. The role also involves working closely with the Chief Executive in leading on a communications strategy and in directly supporting our 108 schools. A key member of the team reporting to and supporting the CEO in pursuit of the goals of the organisation, you will advise and interact with CEIST staff in respect of their areas of responsibility and play a central role in driving organisational change.

- Provide administrative support to the CEO, Working Groups and convenors.
- Develop and coordinate a broad range of CEIST programmes and associated activities and events including an annual national conference;
- Lead on the identification and design of administrative efficiencies and improved workflow practices to support organisational efficiency;
- Lead on the development and delivery of support to school ancillary staff in areas such as Ethos, BOM support;
- Be the first point of contact for staff and education professionals seeking advice, information, and support;
- Lead on the development and delivery of a communications strategy for CEIST by overseeing the production of a range of innovative and engaging materials in different mediums for different stakeholders to achieve communication goals;
- Lead on the development and administration of effective reporting systems within CEIST;

Applicants for the post should have excellent IT, organisational, people and communication skills. The successful candidate will have a proven ability to work well in a team environment but will also have demonstrated their ability to use their own initiative. He/she will have extensive experience of working in the education sector/s and successfully completing concurrent tasks within challenging deadlines and will have demonstrated excellent attention to detail and accuracy in their output. The candidate will demonstrate a strong awareness of the specific needs of students and education professionals.

The ideal candidate will have:

- Excellent awareness of the needs of school communities in an academic environment as well as a commitment to the mission, ethos and overall approach of CEIST;
- Excellent communication (both written and oral) and interpersonal skills, coupled with experience of working with school leaders, staffs, Boards of Management and students/young adults;
- Significant experience and success in a similar role providing executive administrative support;

- Be able to demonstrate an outstanding level of administrative and organisational skills, including evidence of managing complex workloads and successfully completing concurrent tasks with high quality output to strict, challenging and often conflicting timescales;
- Excellent time management skills, the ability to plan and prioritise work and meet deadlines with accuracy and attention to detail across varying services;
- Excellent IT skills including advanced knowledge of MS Office (particularly Word and Excel), file management, web editing and familiarity with social media, with a demonstrated ability to learn and use new information systems effectively;
- Experience of developing and delivering training programmes to a range of stakeholders;
- The ability to work independently, including the self-motivation to identify and undertake self-directed work;
- An excellent record of working within a team and prioritising workflows in this context;
- An ability to liaise effectively with staff and students and maintain good working relationships with both internal and external colleagues;
- A flexible approach to work, including occasionally being available outside of standard working hours, in order to deliver an efficient, welcoming and seamless service in the context of a frontline position.

Salary in line with Higher Executive Officer Scale c. €49,000