Since its inception in 2000, the mission of Business in the Community Ireland (BITCI) is to harness the power of Irish business to maximise its positive impact on all its stakeholders. It is a non-profit organisation specialising in advice and guidance to leading companies on corporate responsibility and corporate community involvement.

BITCI is also the national partner in Ireland for CSR Europe, the co-ordinating body on corporate responsibility at a European level.

A business driven network, with major social initiatives, BITCI’s membership is drawn from Ireland’s most progressive companies. BITCI has the unique expertise to train and develop capacity on corporate responsibility within organisations; to improve their companies’ reputation, competitiveness and profitability through communicating their social, environmental and community management impacts.

The Schools’ Business Partnership aims to positively impact and address key issues in areas of educational inclusion in Ireland. It does this by matching schools with large local businesses and engaging in various programmes. Marks & Spencer Ireland has been the lead sponsor of the Schools' Business Partnership since its inception.

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| **Job Title:** | SBP Administrative Assistant |
| **Job Purpose:** | To develop, deliver and maintain an efficient and professional administration for the Schools’ Business Partnership |
| **Reporting to:** | Schools Business Partnership Manager |
| **Direct Reports:** | None |
| **Job Location:** | Dublin |
| **Travel/ Driving License Required:** | No |

**Responsibilities**

1. Overseeing the effective administration of the Schools’ Business Partnership
2. Providing administrative support to SBP Programme Manager as appropriate
3. Providing administrative support to the regional coordinators
   1. Coordination of communications between main office and regional coordinators
   2. Letter distribution
4. Responsible for the SBP Newsletter - LINKS
   1. Issue 3 times during the school year
   2. Design, source and collate all info with approval from SBP Manager
   3. Distribute the newsletter to a distribution list via mailchimp
5. Oversee the annual programme evaluation process
   1. Set up survey monkey surveys
   2. Download responses
   3. Draft and produce final evaluation reports in conjunction with Programme Coordinators
6. Leading and managing the updating of BITC STARS database
7. Responsible for SBP section of BITC website
   1. Update website section on a monthly basis
   2. Liaise with Marketing/Communications Dept on ongoing website development
8. Engage in Social Media
   1. Growing and maintain SBP’s twitter feed
   2. Growing and maintaining the SBP’s facebook page
   3. Oversee & champion the collation of all SBP social media including, videos and podcasts.
9. Event administration
   1. Distribute invitations
   2. Maintaining attendees list
   3. Venue organization
10. Manage all aspects of SBP’s internal meetings
    1. Meeting room bookings
    2. Ordering food and drinks
    3. Preparing materials
    4. Writing up and distributing the minutes.
11. Notification, reminder notices for all SBP meetings on an annual basis.
12. Preparation and updating of main presentations and promotional material
13. Research – on demand – prospective companies, best practice on mentoring.
14. Maintain efficient filing system for the Schools’ Business Partnership
15. General BITC office duties - responsibility for general administration cover as appropriate.
16. To actively contribute to a healthy, safe, secure and productive working environment
17. To actively promote equality of opportunity, anti-discriminatory practice, diversity, individual rights and choice in all aspects of your work.
18. Other such duties as may be required from time to time

**Experience Required**

* Two or more years’ experience in a similar role;

**Skills/ Personal Attributes**

* A high level of proficiency in the range of Microsoft Office programmes e.g. Word, Excel, PowerPoint, Outlook.
* Strong proficiency in the use of social media – Twitter and Facebook
* Proficient knowledge in IT and database applications such as Microsoft Dynamics CRM;
* Strong organisational and time management skills;
* Excellent Interpersonal Skills;
* Good telephone manner;
* Excellent attention to detail;
* Flexibility and the ability to manage a varied workload;
* Fluency in English, both written and verbal is required;
* Good writing skills.

**Preferred Knowledge and Skills:**

* Proficiency in Adobe Desktop Publishing software;
* Newsletter design and editing;
* Knowledge of Irish Business and Education sectors.

This post is initially for two years and will continue subject to funding

Applicants for the above position(s) should forward their up to date Curriculum Vitae and cover letter by e-mail no later than 5pm Friday October, 17th to Estelle Curry, VIP (HR) Department, ph: 01-874 3819, e-mail: [ecurry@bitc.ie](mailto:ecurry@bitc.ie)

Further information on this post including a detailed job description can be obtained by logging onto the careers section of our website **www.bitc.ie.**

*Business in the Community Ireland is an equal opportunities employer and promotes a policy of continuous personal and professional development among its staff.*

*Business in the Community Ireland has a policy of interviewing candidates with disabilities who meet the essential criteria.*