

Recruitment Call Administration and Operations Coordinator

We are seeking to recruit an Administration and Operations Coordinator

Closing date for applications: Thursday 19 May 2022

About the position

Dublin City Council Culture Company is seeking an Administration and Operations Coordinator to help achieve our ambitious aims to connect the citizens of Dublin through culture and conversation.

Working as part of a team, and working closely with and reporting to the Head of Operations, you will play a key role in ensuring the smooth day to day running of our offices and buildings, providing general administrative support across the organisation, and practical operational support to our programmes and departments.

About the role

Function and role specification

Are you passionate about working with people and do you want to work in a role that directly supports the day to day running of a dynamic cultural organisation that runs historic buildings in Dublin? If so, then we are looking for you!

The Operations Department are the driving force behind the scenes, they are often the invisible magician behind the curtain, helping the other teams within the Dublin City Council Culture Company to deliver their work easily and efficiently.

Some of what you'll be doing:

Administrative support

- To manage and monitor the administration systems of the company, such as: overseeing recruitment administration, new employee set up, company filing, photocopying, shredding, managing general company email addresses, allocation of access to buildings (key log, swipe cards etc), administering company devices

- Overseeing/reconciliation of the monthly invoice and statements with the finance department & carrying out company purchasing as required
- Office stock checks, ordering and management of office stock levels as needed for general office and facilities management across both venues
- Logging, management and filing of administration forms and surveys
- Management of post, courier and bulk deliveries
- Provide administrative support to team members generally and specific projects as may arise

HR Support

- Ensuring HR records are up to date and complete
- Compiling monthly HR reports
- Organising training on behalf of the company maintaining training records
- Preparing monthly reports, as required

H&S Support

- Liaising with the general, facilities and maintenance suppliers and contractors with the Venue Manager/s and Head of Operations
- Regular health and safety inspections of offices and office equipment
- Ensuring company policies are effectively communicated across the full team

Operations Support

- Support the Operations Department to manage facilities of all company run buildings, including historical sites 14 Henrietta Street and Richmond Barracks, to include maintenance, facilities, utilities and building services contractors

Role requirements

Essential criteria

- Minimum of 2 years of administration, office management or equivalent experience
- Exceptional administrative and organisational skills
- Proficiency across Google Suite (Gmail, G Drive, Google Docs, Google Sheets, Google Meet, Google Chat) MS Office suite (Excel, Outlook, PowerPoint, SharePoint, Word)
- Excellent verbal and written communication skills with proficient typing skills
- Ability to plan, organise and lead projects, to work independently and to deadlines
- The ability to prioritise workload, multitask and remain calm under pressure
- Accuracy and attention to detail

Desirable criteria

- A suitable qualification in administration or HR is not a requirement, but could be an advantage
- A knowledge of facilities management and health and safety
- Experience in placing orders and procurement
- An understanding of the work of Dublin City Council Culture Company and its ambitions

Person specification

The ideal person for this role will be:

- a dynamic self-starter with excellent interpersonal skills, ability to work collaboratively with experience in working across a multidisciplinary team and with a wide range of suppliers
- self-confident and can demonstrate a willingness to learn
- a diary management wizz, with the ability to coordinate and schedule as required accountable and responsible
- demonstrate a strong resourcefulness, initiative and problem solving
- instinctive with an ability to think creatively - to try, fail, learn, and try again
- willing to work flexibly, including some evening / weekend work if required

Position summary

Post Title:	Administration and Operations Coordinator, Dublin City Council Culture Company
Post Status:	Fixed Term Contract (full-time), three years, 6 month probationary period.
Location:	Dublin City Council Culture Company, 14 Henrietta Street, Dublin 1 and Richmond Barracks, Inchicore, Dublin 8.
Reports to:	Head of Operations, Dublin City Council Culture Company.
Key relationships:	All teams across the Company, Company Heads of Department, Venue teams at 14 Henrietta Street and Richmond Barracks, financial administration team.
Salary:	€31,200 gross p.a.
Pension:	A contribution of 10% of salary will be made to an agreed pension Savings scheme subject to the individual contributing a similar percentage.

The company facilitates working from home suitable to the requirement of the position, this can be discussed further with the successful candidate.

How to apply

Applications are now invited from applicants who meet these published requirements.

Applications must include the following:

- CV (including the names and contact details of two referees)
- A letter (no more than 2 pages) citing your specific skills, knowledge and experience relevant to the role specification and requirements.

Completed applications should be sent by email only to recruitment@dublincitycouncilculturecompany.ie with "Administration and Operations Coordinator" in the subject line. Applications received after the closing date and time will not be accepted.

Closing date for this application is Thursday 19 May 2022

The information supplied in your application will be reviewed against the requirements sent out in this notice by a panel to shortlist applicants and call people for an interview. Interviews will be held during the week beginning 6th June 2022. Dublin City Council Culture Company reserves the right to short-list candidates for interview.

Garda vetting may be mandatory for successful applicants, and you must be cleared by the National Vetting Bureau before the work can commence. The successful applicant may also be required to complete mandatory training in line with the requirements of their role or broader company requirements. It will not be possible to provide application process feedback to unsuccessful applicants.

Please note that Dublin City Council Culture Company is committed to developing policies and practices ensuring that accessibility, universal design and reasonable accommodation for people with disabilities are taken into account. Dublin City Council Culture Company is an equal opportunity employer. [Please see our Equal Opportunities Policy here.](#)

Please note that both the museum at 14 Henrietta Street and Richmond Barracks are Part M access compliant, and the offices of Dublin City Council Culture Company in both have limited physical access. Reasonable accommodation of access requirements will be made for successful applicants.

Interviews will take place in an accessible location. We are committed to respecting and protecting your privacy. We keep several kinds of personal data about our prospective employees so we can manage the recruitment process effectively and efficiently and meet our legal obligations. [Please see our Privacy Notice for Job Applicants here.](#)

About Dublin City Council Culture Company

Established in March 2018, Dublin City Council Culture Company runs cultural initiatives and buildings across the city for, and with, the people of Dublin.

Collaborating with citizens, communities, cultural organisations, businesses, and Dublin City Council itself, the company's work is focused on embedding cultural experiences and increasing cultural participation throughout Dublin's neighbourhoods. We connect people and communities through culture and conversation. When people feel connected to their local area they feel safer and stronger, and are healthier.

In addition to its city-wide work, with programmes such as The National Neighbourhood, Culture Club, Culture Connects, the Dublin City Council Culture Company operates two cultural buildings: 14 Henrietta Street and Richmond Barracks. It also runs informational programmes and research such as Culture Near You and others.

For more information, see www.dublincitycouncilculturecompany.ie and also the websites of [14 Henrietta Street](#), [Richmond Barracks](#) and [Culture Near You](#)

Our vision

A Dublin where culture connects everything and everyone.

Our mission

Connecting people through culture and conversation to ignite imaginations and experiences.

Our values

We are led by our values. They guide what we do and how we do it.

Participation: We make culture real. We connect, activate and support people to revel in their imagination and creativity.

Partnership: We know we are stronger together. We are a catalyst, bringing people and organisations together to grow knowledge, understanding and respect.

Relevance: We believe culture is at the heart of human development and quality of life. We aim to embed culture in the everyday life of the city.

Capacity-building: We appreciate learning. We develop and share new ways of working that enable everyone to create more connections to culture.

Quality: We do everything in the best way possible. We find and use knowledge, experience and skills to build impact, quality and sustainability into every project.

Our goals 2019-2024

We have identified five goals - to engage, experiment, learn, share, embed - working with, through and for people in Dublin.

Ends