**VACANCIES: ADMINISTRATOR**

**Title of Post**: Administrator

**Location:** Dublin

Reporting:Head of Central Supports

Salary: Negotiable

Hours of Work: Full-Time

**About Peter McVerry Trust:** Established in 1983 by Fr Peter McVerry the charity works with individuals at risk of, or experiencing homelessness, primarily in the Dublin region. Peter McVerry Trust provides a wide range of services in the areas of prevention, housing, homelessness, under 18s residential and drug treatment.

**Our Vision**: “An Ireland that supports all those on the margins and upholds their rights to full inclusion in society.”

**Our Mission:** Peter McVerry Trust is committed to reducing homelessness and the harm caused by drug misuse and social disadvantage. Peter McVerry Trust provides low-threshold entry services, primarily to younger persons with complex needs, and offers pathways out of homelessness based on the principles of the Housing First model and within a framework that is based on equal opportunities, dignity and respect.

We are currently recruiting for the role of Administrator for Central Supports. The role will report into the Head of Services for Central Support. The successful candidate will have experience of working in a busy office. A high energy organiser, with a passion for helping people and finding solutions for any day to day administration and office matters.

1. **Key Responsibilities Include:**

* Providing line-management support to the central supports team;
* Providing administrative support across key functional areas of Central Supports:
  + Placement and Volunteer Coordinator
    - Upkeep of email inboxes
    - Responding to queries, logging and tracking applications
  + Referral & Assessment Team
    - Responding to queries on PMVT Info & Advice Line, and Website Enquiries
    - CRM Compliance and Data Exports
    - Logging and tracking of Referrals
  + Relief Coordinator
    - Collating shift requirements from across services
    - Cross-checking of requirement against bookings
    - Cross-checking of invoices
    - Following up on pay queries
    - Booking relief staff into shifts
    - Contacting new relief staff members
* Maintaining a professional dress code;

1. **Change in work programme:**

* It may be necessary, from time to time, for workload to be re-prioritised in order to accommodate workloads in other areas of the organization. Due notice and consultation will be given.

**3. To have a positive and enthusiastic attitude in work:**

* In your interactions with management, staff and residents of the Peter McVerry Trust.
* In your interactions with external agencies while representing the Peter McVerry Trust.

**4.** **Other Duties:**

* Any other duties as designated by your line manager.

**Person Specification:**

**Qualifications, Skills & Experience:**

* Third level qualification;
* Essential competencies: Commitment to providing the highest level of service, respect for others, communication skills– oral, aural and written, professionalism, resilience and positive outlook and effective team working. (All other competencies to be reviewed as part of the supervision and support process)
* Excellent organisation skills and project management skills;
* An ability to prioritise, multi-task and work well under pressure in a small, but busy office environment;
* Highly computer literate – proficient in Microsoft Office 365 (e.g. Word, Excel, PowerPoint, Access);
* Proficiency in Data Management Systems (Salesforce);
* Experience of maintaining and managing databases;
* Knowledge and experience of TAS or similar would be an advantage;
* Punctuality and reliability as an employee are essential;
* Have a full clean driver’s license and access to a car.

To apply please complete the application form and return to [recruitment@pmvtrust.ie](mailto:recruitment@pmvtrust.ie)