**VACANCIES:**

**Title of Post**: Executive Assistant

**Location:** Dublin

Reporting: **Director of Housing Development & Communications**

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 Executive Assistant to the Director of Housing Development and Communications. The successful candidate will have experience of working in a busy office environment and will will be expected to be a highly effective administrator, with a proven track record of independently managing complex scheduling at a senior executive level. The successful candidate will be responsible for assisting the director on a number of key issues.

1. **Key Responsibilities Include:**

* Provide comprehensive support of the day-to-day duties of Director through effective:
  + Diary and Outlook calendar management
  + Co-ordination of meeting arrangements (both virtual and physical) and minute taking;
  + Collation of briefing papers and reports (as required);
  + Anticipation of administrative and logistic requirements.
* Manage and process travel requirements.
* Manage business correspondence of a highly confidential and sensitive nature to ensure the recording and issuance of responses to all such communications in a timely, sensitive and discrete manner
* Act as liaison contact point between the Senior Management to ensure an efficient and effective flow of information and communications.
* Manage communications from the wider organisation and from Senior Managers to the Director, to include scheduling and hosting both formal and informal meetings and internal communications.
* Assist with collation of various management information inputs as required.
* Enthusiastic can-do attitude with demonstrable use of initiative in previous roles and a level of flexibility required to ensure the execution of the role to a high stand

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:**

* 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
* 2+ years related PA experience at a senior level, to include experience of working on own initiative and as part of a team, in an environment with a varied and heavy workload, Proficient and experienced in MS Office suite of applications
* Proficient and experienced in virtual collaboration tools (Microsoft Teams, etc.)
* Professional discretion appropriate to handling confidential information and dealing with Senior Executives and equivalent external parties.
* Strong relationship management skills.
* Ability to distinguish core issues and prioritise accordingly.
* Excellent verbal and written communication, in particular the ability to relate to Senior Executives, staff and external stakeholders.

**To apply please download the application form at:** [Vacancies - Peter McVerry Trust (pmvtrust.ie)](https://pmvtrust.ie/about-us/jobs/)

**Completed application forms should be sent to** [**recruitment@pmvtrust.ie**](mailto:recruitment@pmvtrust.ie)

**Peter McVerry Trust is an Equal Opportunity Employer**

**Closing date 30th November 2021**

**Peter McVerry Trust Operations Ltd Registration Number 412953 Charity Number CHY7256**