**JOB DESCRIPTION**

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| **Job Title:** | Administration Coordinator |
| **Company:** | Gorta T/A Self Help Africa (SHA) |
| **Location:** | Dublin, Ireland |
| **Contract type:** | Permanent |
| **Hours:** | Full time, 37.5 hours per week, Monday to Friday |
| **Working Model:** | Hybrid working model with a minimum of three days per week in the office – Tuesday, Wednesday and Thursday |
| **Reports to:** | Head of Governance and Strategic Initiatives |
| **Organisation overview:** | **About Self Help Africa**  Self Help Africa is an international development organisation that works through agriculture and Agri-enterprise development to end hunger and extreme poverty.  In 2021, Self Help Africa merged with United Purpose, doubling our size. The organisation works in 15 programme countries in Africa, Asia and Latin America and its 2023 budget is in excess of €50m.  In early 2023 we launched a new five-year organisation strategy, which defines shared mission as the alleviation of hunger, poverty, social inequality and the impact of climate change through community-led, market-based and enterprise-focused approaches, so that people can have access to nutritious food, clean water, decent employment and incomes, while sustaining natural resources.  Our wider organisation also includes social enterprise subsidiaries Partner Africa, which provides ethical auditing and consultancy services, TruTrade, an innovative trading platform in East Africa, and CUMO, Malawi’s largest micro-finance provider.  Our three core values are: ▪ Impact: We are accountable, ambitious, and committed to systemic change. ▪ Innovation: We are agile, creative and enterprising in an ever-changing world. ▪ Community: We are inclusive, honest and have integrity in our relationships. |
| **Job Purpose:** | The Administration Coordinator will ensure the smooth day to day operations of our Dublin office, which will include general office administration, office health and safety, travel coordination, insurance, and management of the reception desk. The Administration Coordinator will also provide support to the Senior Leaders Team (SLT) on administrative tasks. |
| **Key Responsibilities:** | **Senior Leadership Team Support**   * Support the Office of the CEO on arrangement of meetings. * Provide administrative support to the Governance team to include the preparation and distribution of board and management packs and coordinating the arrangement of meetings; taking minutes in the absence of the Governance Officer. * Administrative support to the Senior Leadership Team (SLT) as required. * Administration and reconciliation of the CEOs office expenses.   **Office Coordination**   * Maintain office and kitchen supplies – check stock and anticipate needs. * Provide general administrative support to ensure efficient operation of the office. * Manage and distribute incoming and outgoing post and couriers. * Implement and promote environmentally friendly and clean practices within the office. * Maintain organised and keep up to date filing systems. * Manage petty cash. * Process related invoices and organise purchase orders as required.   **Reception**   * Manage the reception desk and provide a professional reception experience for all visitors to Self Help Africa both in person and over the phone. * Answer and direct phone calls to appropriate personnel. * Process phone donations received from members of the public. * Prepare rooms for meetings, arrange catering if required. * Maintain and manage front of house to include entrance hall and meeting rooms.   **Travel Coordination**   * Coordinate travel arrangements for employees including flights, accommodation, and transportation.   **Facilities**   * Coordinate the maintenance and repair of office equipment. * Coordinate the maintenance and repair of office equipment and furniture. * Manage supplier contracts for office facilities. * Coordinate and oversee facilities services contractor to ensure a high standard of service is provided. * Ensure Health and Safety procedures are adhered to.   **Insurance**   * Liaise with insurance brokers for annual insurance renewals. * Liaise with the Head of Governance and Strategic Initiatives to update on renewals and ensure that adequate and appropriate insurance cover is in place.   **Projects**   * Assist in special projects and initiatives as assigned by management. * Support the Fundraising team during fundraising appeals. * Any other administration and coordination duties as may be required from time to time. |
| **Key Relationships:** | **Internal**   * Head of Governance and Strategic Initiatives * Senior Leadership Team * CEO’s office Team * Colleagues across all Departments   **External:**   * Suppliers * Travel agents. |
| **Knowledge, Experience and Other Requirements** | **Essential**   * Two years’ experience in a similar role. * Certificate or Diploma in a related area of study. * Proficient in Microsoft Suite – Word, Excel and PowerPoint. * Excellent written and verbal communication skills * Excellent interpersonal, communication and organisation skills. * Attention to detail. * Willingness to participate in a team-based work environment. * Flexible approach to working hours during busy periods.   **Desirable**   * First Aid Certificate or a willingness to be undertake training. * Fire Marshall Certificate or a willingness to undertake training. |

*All candidates offered a job with Self Help Africa will be expected to sign our Safeguarding Policies and Code of Conduct as an appendix to their contract of employment and agree to conduct themselves in accordance with the provisions of these documents. Specific roles may require Police/DBS/ [relevant police authority] vetting.*

**Self Help Africa strives to be an equal opportunities employer.**