

## SSGT Administrator (Part-time) – Job Description

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### About St Stephen's Green Trust (SSGT)

**St Stephen's Green Trust is an all-island independent grant-maker which supports groups to effect positive social change in critical areas of social justice**

We work in solidarity with communities, acknowledging their leadership in, and ownership of, the outcomes we help fund. We hold ourselves accountable to donors, grantees and the wider community through setting high standards for ourselves in reflecting on impact, governance and using our influence to support social change. We value long-term relationships with stakeholders and recognise that systemic change can take many years. We strive to be flexible, mindful of emerging needs and take calculated risks in our pursuit of a just society.

SSGT has a small team of four people (including the Administrator) and is based in Dublin 8.  
**There is more information on our website [here](#)**

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### The role

SSGT is seeking a part-time experienced Administrator (circa 16hrs pw with some flexibility) with excellent organisational and IT skills to contribute to the smooth running of the organisation. The Administrator will report to the Executive Director.

#### Main duties:

General Administration: office management including ordering stationery and other supplies, maintaining office equipment and environment; events administration including booking meeting rooms, arranging catering; reception including phone and email queries and post; liaising with suppliers including IT support; updating the website (training can be provided); managing office software etc.

Grants Administration: supporting grant management staff to process applications to SSGT, processing payments of grants, keeping records on the grants management database (Salesforce) and producing reports as required.

Supporting Finance & Governance Activities: support monthly financial processes; filing invoices, bank statements and other documents; processing bank payments, expenses and petty cash; liaising with external bodies as necessary; uploading reports to statutory authorities; supporting the Executive Director to carry out their finance and governance functions. A knowledge of finance or bookkeeping is not required.

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### Key Information:

- This is a part-time permanent role – up to 16hrs pw.
- We are seeking someone to work 4 days a week within the core hours of 9am to 5pm but can offer some flexibility.
- This role will be based at the Guinness Enterprise Centre, Taylors Lane, Dublin 8.
- SSGT operates a home working policy (of up to 50%) after a period of induction, which is not a condition of employment.
- The salary scale for the full-time role (37.5hrs) is in the region of €28,000 to €43,000 dependent on experience.
- Annual leave entitlement is 25 days (applied pro rata).
- Access to the Cycle to Work and TaxSaver Commuter schemes.
- Access to a PRSA with a sliding scale of employer contributions after the successful completion of the probation period, subject to 5% matched by the employee. The employer contributions are 5% up to two years of employment, 7% between two and five years of employment and 10% thereafter.

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### How to Apply

To apply for this role, please email your CV and a cover letter outlining your suitability for the role to [orla@ssgt.ie](mailto:orla@ssgt.ie) by **5pm on Friday 22<sup>nd</sup> March 2024**. Cover letters should be addressed to Orla O'Neill, Executive Director, SSGT.

**Please format your CV and cover letter in an editable (Microsoft Word) format.**

For a confidential, informal discussion about this role, please email Orla - [orla@ssgt.ie](mailto:orla@ssgt.ie).

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## SSGT Administrator – Person Specification

Reporting to the Executive Director, the Administrator will have at least 3 years' experience in general administration, including significant knowledge of office technology (experience of Salesforce is an advantage). The person must be highly organised, have good attention to detail, good interpersonal skills and be open to learning and developing new skills.

The SSGT Administrator will be committed to the values and mission of SSGT and will demonstrate this through their interactions with others, and how they approach their work. The Administrator is expected to have high professional standards, be self-motivated and be able to work on their own initiative as well as being part of a team.

### Essential Criteria

The essential competencies for this post include:

- Proven administration and organisational skills, preferably in an office environment.
- Excellent IT skills and ability to adapt to new software. SSGT uses Sharepoint, Salesforce, MS Office (Word, Outlook, Excel and Teams) and Wordpress (website).

- Competency in using databases, particularly Salesforce or similar CRMs.
- High degree of attention to detail and problem-solving skills working as part of a team and on own initiative.
- Ability to prioritise work, plan workload and manage time effectively.
- Good verbal and written communication skills.
- Empathy with organisational goals.

### **Desirable Criteria**

It would be helpful if the successful candidate had experience / understanding of some of the following areas. However, training can be provided.

- Relevant and recognised post Leaving Cert training in office administration.
  - Competency in Wordpress, Teams.
  - Experience in the non-profit sector.
  - Strong governance knowledge including familiarity with GDPR and policies necessary to uphold the Charities Governance Code.
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