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| **Position:** | **Participation Administrator,**  **National Participation Office**  *Youth Participation* | **Ref: YWI220812** |
| JOB DESCRIPTION | | |
| **Function:** | Based in National Participation Office the Administration Officer will provide high level administrative supports to the National Participation Office (NPO) in fulfilment of the terms of the National Participation contract jointly held by Youth Work Ireland and Foróige with DCEDIY. In addition to providing ongoing administrative support to the NPO, provide support to the Comhairle na nÓg National Executive and youth assemblies, assisting in the support of annual events, consultations and other participation initiatives. The Administration Officer will also be available to support other participation initiatives that may be developed by the National Participation Office. The Participation Administrator will work closely with the Participation Officers as part of the National Participation Team.  All NPO personnel will be available to attend meetings as required by the DCEDIY in their offices or online as required. | |
| **Nature of Contract:** | This is a full-time permanent post subject to funding.  This post will require regular evening and weekend working and at venues that best suits young people for which time in lieu is provided.  The Administration Officer will be based in the NPO, but will be available to assist with ongoing tasks and attend regular meetings with the DCEDIY.  This is a National Position requiring frequent travel. | |
| **Reporting to:**  **Liaising with:** | The ACEO Youth Work Ireland, daily management and direction within the contract will be from the Senior Participation Officer, NPO.  The Participation Administrator will work closely with the Participation Manager and Participation Officers and the Event Manager based in the NPO. | |
| **Principal Duties and Responsibilities:** | **Person Specification:**  **Overall Duty**   1. Provide key administrative supports for National Participation Office in line with the Strategy, work and plans of the team. 2. General Administration and support of systems and staff (including finance, records, bookings and filings, requisitioning materials and supplies for the team and NPO work). 3. Provide logistical supports for the NPO, and Young People supported through NPO. 4. Preparing materials and supports for Participation Officers. 5. Provide administrative supports for National Participation Office meetings, Events and activities. 6. Supporting communications for the Team. 7. Taking part in professional development and organisational processes within Youth Work Ireland as required in undertaking the above tasks. 8. Administrative supports for Comhairle na nÓg National Executive including logistical, catering, minute/record keeping and other required supports for Comhairle na nÓg meetings and events. 9. Support logistics, travel, consents and child protection for attendees at NPO events and meetings. 10. Coordinate vetting requirements for consultation events. 11. Support for the creation of content for Comhairle na nÓg social media channels. 12. Any other duties identified in line with the work of the NPO.   **Competencies**  **Essential**   1. Excellent Administrative skills and competencies. 2. Excellent IT and computer skills including facility with excel, word, PowerPoint and with updating social media/websites. 3. Team player a strong commitment to working as part of the team. 4. Excellent written and verbal communication abilities. 5. Experience in project implementation (i.e. reporting, recording and supporting project implementation); Event planning and support skills. 6. Recording skills note taking and systems for recording events etc. 7. The ability to maintain and update databases on excel and other software. 8. High level of interpersonal skills demonstrating ability to work collaboratively with colleagues, young people and the general public. 9. Enthusiastic self-starter with a target driven approach and the ability to work to tight deadlines. 10. Full valid Driving Licence and own transport essential.   **Desirable**   1. Understanding and Knowledge of working in partnerships or collaboratively. 2. A commitment to the participation of children and young people in decisions that affect their lives. 3. An awareness of Government Department structures, processes and relevant reporting requirements. 4. Understanding of Government led participative practices and policies in Ireland | |