

Role Title:	Admin Assistant Engagement & Learning Department
KEY TERMS OF EMPLOYMENT:	<ul style="list-style-type: none"> • Part-Time 11 month Fixed Term Contract • 20 Hours (five half days per week – 9:15am to 1.15am) • Admin Assistant Scale (pro rata basis) – Whole time salary is 22,413 – 23,764 – 25,222 – 26,305 – 27,743 – 30,570 – 31,991 – 33,069 – 34,454 – 35,842 – 37,969 • Annual Leave 11 days + 1 designated day for Good Friday (excludes Public Holidays) Pensionable Post (Single Scheme unless other applies)
Directly Reports To	Head of Engagement & Learning
Indirectly Reports To	None
Effective Date	TBA
Role Purpose	To provide day to day administrative support to the general work of the Engagement & Learning Department.
Key Results Areas	<p>1. Administration Support</p> <ul style="list-style-type: none"> • Travel; process flights and accommodation for staff and artists ensuring value for money and timely bookings • Financial Administration; writing and processing of Purchase Orders and matching and processing invoices against these orders and getting approval of the same. Inputting Purchase Order details into project budgets. • Minute taking at Department meetings • Building and maintaining Department databases • Department diary management and scheduling meetings • Answering general department correspondence and organising mailshots within the Department • General filing and document management including archiving of programme files. • Management of the Department’s digital files • Assisting the curatorial team with general department research and the preparation of presentations and proposals • Update Department calendar and book spaces across the Museum as required • Send calendar updates to other departments re Engagement & Learning events as appropriate • Monitor online booking for events, update attendees list and prepare signage for talks and events.

Skills and Experience Required – Essential	<ul style="list-style-type: none">• Educated to a minimum of Second level• Demonstrated competency in an administration role in an office environment and excellent attention to detail• Fluent English Speaker• Excellent communication skills and the ability to work as part of a team• Competency with MS Office Applications (Excel; Word; PowerPoint)• An ability to problem solve, deal effectively and decisively with incidents and to interact positively with a wide range colleagues and stakeholders• The ability to work under pressure and multi-task
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