



**Administrative Assistant**  
**The Discovery Programme: Centre for Archaeology and Innovation Ireland**

*The Discovery Programme, Centre for Archaeology and Innovation Ireland is committed to a policy of equal opportunity.*

**Administrative Assistant**

The Discovery Programme: Centre for Archaeology Innovation Ireland is seeking to fill the post of Administrative Assistant.

<b>Nature of Employment:</b>	Part-time, pensionable employment. The initial probation period is 6 months.
<b>Salary:</b>	€30,278 – €47,712 (over 11 increments)
<b>Current Location:</b>	6 Mount Street Lower, Dublin, D02 T670 Ireland. Reg. Charity No.: CHY 12549.
<b>Reporting to:</b>	Company Administrator and CEO.

**General**

The Discovery Programme (a company limited by guarantee) is a publicly funded institution for advanced research in the archaeology of the island of Ireland. It engages in archaeological and related research, to benefit the community by deepening our understanding of Ireland's past. Other significant objectives are to communicate the results of that research to scholars and the general public, and to promote the introduction of new technologies and techniques into Irish archaeology.

The mission of the Discovery Programme is to enhance the understanding of Ireland's past through archaeological and related research, establish research programmes, promote this research and the appreciation of Ireland's archaeological heritage and to co-operate with other all-island and international archaeological bodies.

The Discovery Programme is currently going through a period of transition, and the Board is seeking a candidate who will provide administrative support at this time of change.

**PLEASE NOTE:** The company office is currently located at 6 Mount Street Lower, Dublin, D02 T670. It is intended in the short term to seek alternative office accommodation elsewhere in the city. Remote working arrangements are currently operating due to restrictions under the COVID-19 pandemic.

## **Role and Responsibilities**

The successful candidate will provide an efficient and flexible administrative support service to the Discovery Programme.

Specific responsibilities will include:

- Provide administrative and compliance support to the CEO, Company Administrator and Discovery Programme projects.
- Attend, minute, and distribute materials for scheduled meetings.
- Process payments (e.g. supplier invoices, expenses, credit card returns) and undertake other finance related duties under the direction of the Company Administrator.
- Provide book-keeping support.
- Data entry & other basic accounts / reconciliation work as required (preparation of monthly excel spread sheets for all out-going payments).
- Support the processing of monthly payroll and returns to Revenue.
- Administration of an up-to-date and effective filing system (e.g., HR, archive, library).
- Assist with the planning and organisation of events and seminars.
- General office duties to ensure the smooth running of the office to include liaising with suppliers and maintaining office facilities.
- Other duties appropriate to the role as may be assigned from time to time.

## **The Person**

The successful candidate will be required to show that they have the necessary experience and demonstrate that they have the key competencies as listed below.

- Excellent written and verbal communication skills.
- Strong organisation and time management skills.
- Knowledge of payroll and bookkeeping procedures.
- Proficiency with Microsoft Word, Excel, and Office 365.
- Accuracy and attention to detail essential.
- Strong interpersonal skills and ability to work well with others.
- Ability to prioritise work load.
- Flexibility and adaptability in the context of remote working arrangements.

## **Principal Conditions of Service**

Pay: The Administrative Assistant will be paid an annual salary, starting at €30,278 and progressing to €47,712 over eleven increments.

Annual Leave: The annual leave entitlement is 23 days rising to 24 days after 5 years' service and to 25 days after 10 years' service. It is based on a five day week and is exclusive of the usual public holidays.

Pension: The Discovery Programme (Employer) Pension contribution is on a matching basis from 1% up to a maximum of 5% of salary.

Working arrangements: Remote working arrangements will be required in addition to attendance at the company office.

## CONDITIONS

**Reporting:** The post holder's immediate line manager will be the Company Administrator.

**Contract:** Contract of service.

**Hours:** Minimum of three-days per week.

**Current location:** 6 Lower Mount Street, Dublin 2. In addition to attendance at the company office remote working arrangements will be required.

**Salary:** €30,278 – €47,712 (over 11 increments).

## Relevant work experience

- Minimum of 2 years' experience in a similar role.
- Flexibility of working within a small company required.
- Experience in working on payroll and book-keeping desirable.
- Interest in the heritage sector would be an advantage.

## APPLICATION PROCESS

Applications must be made by submitting a CV and covering letter to Kathleen O'Sullivan: [kathleen@discoveryprogramme.ie](mailto:kathleen@discoveryprogramme.ie)

**Application Deadline:** 7 October 2020

**Interview Date:** Week beginning 19 October 2020

## THE SELECTION PROCESS

The Discovery Programme will use a competency based recruitment process to fill the position of Administrative Assistant.

### How to Apply

Applications must be made by submitting an email, with the title of the position entered into the subject field of the email, to **Kathleen O'Sullivan <[kathleen@discoveryprogramme.ie](mailto:kathleen@discoveryprogramme.ie)>**

Applications must be submitted as a single document with each of the following three elements included:

1. A comprehensive CV, detailed as relevant to the position and two referees (maximum length 4 pages).
2. A summary biography on the first page of the CV.
3. Key experience/achievements listing skills and competencies.
4. A short cover letter/personal statement (i.e., no more than 1 page) outlining why you wish to be considered for the post and why you believe your skills, experience and values meet the requirements of the position.

### **Closing date**

The closing date for all applications is **12.00 noon on Wednesday 7 October 2020.**

The Selection Process may include:

- Short listing of candidates, based on the information contained in their application; cover letter, key achievements form, and CV.
- An interview, based on applications.
- Reference check.

**Effective date of appointment**

It is envisaged that the successful applicant will take up the role in **October/November 2020**.