



OPERATIONS AND ADMINISTRATION COORDINATOR

JOB DESCRIPTION

ABOUT DORAS: Doras is an independent, non-profit, non-governmental organisation working to promote and protect human rights since the year 2000. Our core areas of work include Direct Support, Advocacy & Campaigns, and Integration Support.

PURPOSE: We are looking for a reliable and organized Operations Coordinator to provide ongoing support across all our work areas. In this position, you will contribute in an administrative capacity by ensuring the smooth running of projects, effective data and information management, and good governance.

ROLE TITLE: Operations and Administration Coordinator

REPORTING TO: CEO

LOCATION: Limerick, with hybrid & remote working opportunities to be agreed

HOURS: 21 - 35 hours per week, depending on successful candidate

DURATION OF CONTRACT: 12 months, to be extended if funding is available

DUTIES & RESPONSIBILITIES

The successful candidate will be expected to undertake the following:

- Overseeing smooth operation of reception and Direct Support (drop-in) service
- Coordination of projects in order to track progress, identify issues and ensure deadlines are met
- Assist in the preparation of funding applications and donor reports
- Arrange and assist with the recruitment and induction of new staff and volunteers
- Plan and organise events, staff training, and campaigning activities
- Ensure that all the organisation's policies and procedures are updated, maintained and accessible to staff and volunteers
- Maintain the effective operation of the organisation's case management system

- Produce statistical and other reports on the organisation's Direct Support work
- Organise and maintain the organisation's document management system
- Update content on the Doras website
- Ensure the organisation meets its responsibilities in relation to safeguarding of children and other vulnerable persons
- Ensure compliance with GDPR legislation
- Meet the organisation's obligations under the lobbying legislation
- Monitor and respond to general email queries and requests
- Implement ongoing improvements to operational management systems and processes
- Maintain a safe environment for staff, volunteers, service users and others
- Ensure relevant information is made available to service users in an accessible way
- Ensure all operations are carried out in an appropriate, cost-effective way
- Purchase of stationery, office equipment and other items essential to the organisation's operation
- Supporting Finance Department
- Any other duties as required by line manager

Person Specification

General Skills & Attributes

- Excellent written communication skills
- Strong organizational and time management skills
- Ability to work efficiently with minimal supervision
- Knowledge and appreciation of the work done by Doras
- Relevant lived experience considered an advantage
- Knowledge of financial practices and how funding streams operate

Professional Experience

- Experience in an operations support role, ideally in an NGO environment
- Good knowledge of Microsoft Office applications, case management, document management and content management systems
- Proficient in technology and general office equipment
- Knowledge of good project management practice

Qualifications

- Primary degree
- Minimum 5 years' experience in a similar role

Application process

To apply, please complete our Job Application Form and return it to recruitment@doras.org by close of business on **22nd May 2022**. CVs will not be accepted as applications.

For further information and enquiries about this role, please contact John the same address.