

Vacancy: Executive Assistant (part-time)

Applications are invited for the post of Executive Assistant.

The National Suicide Research Foundation (NSRF) is a research unit, founded in 1994, that produces research and evidence for policy development and intervention in the prevention of self-harm, suicide and related mental health and social problems. The NSRF has been designated as a WHO Collaborating Centre in Surveillance and Research in Suicide Prevention. We employ approximately 35 staff and have an annual turnover of approximately €1.5m. More information about the organisation can be found here: www.nsrp.ie.

Summary of position

This post provides an exciting opportunity to join the interdisciplinary team at the NSRF and to provide important support to the work.

The successful candidate will provide broad organisational and administrative support to the Chief Executive Officer and the Senior Management team as required. The successful candidate will undertake general office management as well as assisting with HR administration. They will also provide administrative support for internal meetings, webinars and events organised by the research team. The successful candidate will also have an opportunity to gain hands-on experience of providing administrative support to ongoing research projects, communication and dissemination activities undertaken by the organisation.

The ideal candidate should have previous administrative experience, be highly organised, proactive and enjoy working with a diverse team.

The successful candidate will report to Dr Eve Griffin, Chief Executive Officer.

Key duties and responsibilities

- Providing administrative support to the CEO and Senior Management team including, but not limited to, scheduling meetings, preparing documents and minutes, and assisting with travel arrangements.
- Ensuring the efficient running of the office and acting as a point of contact for the organisation, including managing desk space, inventories of equipment and office supplies.
- Assist with HR and finance administration, including recruitment processes.
- Assist with finance administration tasks, including logging of staff travel and invoice management.
- Assist with organising in-person and online events run by the organisation.
- Assist with reporting, funding applications and governance activities, as required.

- Undertaking additional duties as may reasonably be required within the general scope and level of the post.

Criteria

- Experience of working in a previous role is essential.
- Excellent verbal and written communication and interpersonal skills.
- Excellent organisational skills and an ability to multitask.
- Excellent computer skills, including experience of using Microsoft Office.
- Capability of working within a team.

Location

The National Suicide Research Foundation offices are based in Western Gateway Building, University College Cork. It is anticipated that this will be primarily an office-based role.

Post duration and salary

The appointments will initially be for 12 months, part-time (approximately 20 hours per week including breaks), with the prospect of prolongation of the term of employment, subject to funding.

Salary will be in accordance with the HSE Salary Scales Clerical Officer Grade III, dated October 2023 (€27,895-44,863 per annum pro rata). Placement on the scale will be commensurate with experience.

Application Process

For informal enquiries, please contact Dr Eve Griffin, Chief Executive Officer, NSRF (evegriffin@ucc.ie).

Applicants are requested to send a cover letter detailing relevant experience, skills and motivation for applying together with their Curriculum Vitae to niall.mcternan@ucc.ie

Closing date for applications is Wednesday 19th June @ 12pm.

Shortlisting will apply and suitable candidates will be notified by e-mail of interview date and time as applicable.

Shortlisting will apply and suitable candidates will be notified by e-mail of interview date and time as applicable.

The National Suicide Research Foundation is an equal opportunities employer.