



Executive Officer (Part time)

Essential requirements

Experience in, and ability to:

- provide high level secretariat support to key internal and external meetings involving management, including preparing agendas, co-ordinating or writing papers, producing minutes, and ensuring follow-up actions are progressed
- prepare correspondence, reports, memos, and presentation material as required, noting the need for accessibility in all documentation from all sources
- forward plan with the management team to ensure actions are completed and meetings are scheduled in the calendar, provide project support; conduct research, review and summarise reports, presentations, and documents suitable for presentation at Board and Management level
- assist in maintaining all governance documentation to ensure that the organisation meets the requirements of the Charities Regulator, assist in developing and maintaining organisation policies
- prepare for meetings with the board sub committees, senior leadership, and management teams (i.e., schedule, prepare logistics, attend, minute, and distribute materials for scheduled meetings, liaise with the Company Secretary as appropriate)
- develop and maintain management paper and electronic filing and information systems, assist in monitoring and managing management emails/communication when required, organise and keep track of all projects and files handled by management, create and maintain databases and tracking systems, anticipate management needs and create solutions.

Management reserves the right to amend/change this job description.

Desirable Requirements

- An appropriate 3rd level qualification or recognised equivalent experience;
- Knowledge of community/charity sector.
- Ability to work on own initiative
- An awareness of deaf issues/Irish Sign Language.
- An ability to work on own initiative in a busy environment

For further information and a job application please contact Finance Manager Elaine Hopkins on elaine@corkdeaf.ie, 021 4505944. 5 Mac Curtain Street, Cork