

Department:	Fundraising
Responsible to:	Fundraising Coordinator
Location:	Marino, Dublin 9
Contract length:	Part time, permanent, with 6 months' probation period

Our vision

That every child receives one daily meal in their place of education and that all those who have more than they need, share with those who lack even the most basic things.

Our mission

To enable people to offer their money, goods, skills, time, or prayer, and through this involvement, provide the most effective help to those suffering the effects of extreme poverty in the world's poorest communities.

Our values

Confidence in the innate goodness of people – respect the dignity of every human being and family life – good stewardship of resources entrusted to us.

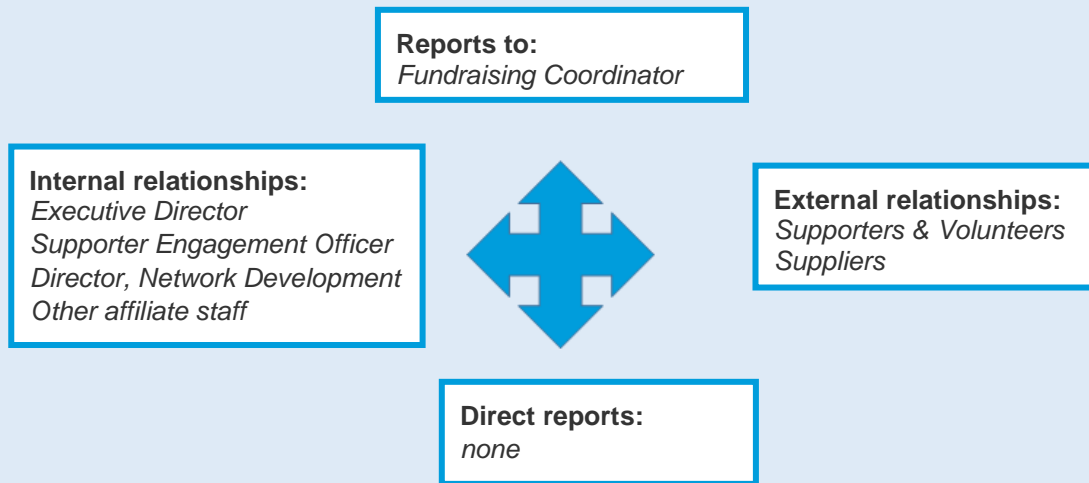
Job purpose

The purpose of the Fundraising Support Administrator role is to ensure the smooth and efficient running of the administration systems in the Ireland office.

This role is required to deliver efficient and timely services across several areas in our fast-paced organisation.

Focus of this role includes supporting office operations and procedures, including handling donations, compiling monthly financial reports, payroll, managing the donations database and providing effective support to donors and volunteers.

Key relationships



Qualifications, skills and experience	Essential	Desirable
Excellent communication (written and oral) and interpersonal skills	✓	
Strong computer skills including Microsoft Office applications, especially Excel and Word	✓	
Ability to work on own initiative to organise and prioritise personal workload and as part of a team	✓	
Excellent organisational and time-management skills	✓	
Previous office administration experience	✓	
Previous experience of Salesforce		✓
Previous experience of payroll processing		✓

Mary's Meals team member competencies

All Mary's Meals employees approach their role in line with the 7S competency model.

Self	<ul style="list-style-type: none"> • I demonstrate resilience • I lead by example • I'm authentic and true to Mary's Meals values
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	<ul style="list-style-type: none"> • I develop myself and set stretching goals
Service	<ul style="list-style-type: none"> • I have a vocational attitude to my work • I inspire hope in others • I build belief that even difficult challenges can be solved • I am committed to serving and enabling all who want to be part of the global movement • I work to ensure our future will be even better than our past
Simplicity	<ul style="list-style-type: none"> • I communicate effectively • I follow clear decision-making criteria • I create plans that are easy to follow and contribute to organisational goals • I embrace inclusivity and diversity • I focus on delivering results
Stewardship	<ul style="list-style-type: none"> • I pay attention to the things that matter – (a) our physical resources; (b) our people • I nurture, develop and respect our relationships with external stakeholders • I deliver on my promises • I am happy to be held accountable and to hold others to account
Strategy	<ul style="list-style-type: none"> • I have a point of view about the future • I know our stakeholders and see our priorities clearly • I help others to work in ways that have the greatest impact • I work to deliver my objectives
Strengthen	<ul style="list-style-type: none"> • I contribute to a positive work environment • I help and support those around me
Success	<ul style="list-style-type: none"> • I maintain my technical competence • I contribute to the success of my team • I am accountable • I embrace change

Salary

Dependent on experience. Generous annual leave entitlement and pension package.

Location

The role is office based, 5 hours per day, 5 days per week, with room for flexibility for the successful candidate.