

## **JOB ADVERTISEMENT**

Bat Conservation Ireland are seeking an enthusiastic, ambitious, and self-motivated person to join our team in the role of Administrative Manager. The successful candidate will have excellent management skills, have the ability to think innovatively and work under pressure to meet deadlines. This will be a part-time position of 20 hours per week, and will have the advantage of working from home. The successful candidate is required to have strong communication skills and be able to engage a wide range of people including partner organisations, volunteers and the general public. A knowledge of bats would be helpful, but is not essential.

## **JOB DESCRIPTION**

**Job Title:** Administrative Manager

**Reporting to:** BCI Chairperson and Council.

### **Hours:**

Part-time (20 hours per week), work from home, 6 months' probation contract renewable on a yearly basis or based on funds available.

### **Main responsibilities:**

- The day to day running of the organization, which includes directing general enquiries by phone, email and post; the usual management and maintenance of office supplies etc.
- Acting as Company Secretary for the organisation
- Management of the accounts and book keeping for the organisation using "Sage" software, management of pay role and interactions with accountants and auditors,
- Provide the Council of Bat Conservation Ireland with appropriate financial and performance reports relevant to the discharge of its responsibilities
- Ensure the organisation is run in accordance with statutory regulations and relevant codes of practice, and that potential risks are identified and managed. Assisting in the development and management of governance documents to support same.
- Supporting the chairperson and council i.e. assisting and taking minutes at Council meetings, assisting in organising and running the AGM and EGM (as required).
- Processing membership applications and renewals. Growing the membership base.
- Assist with the production of 'The Natterer' Bat Conservation Ireland's newsletter.
- Provide Bat Conservation Ireland's bat groups with support.
- Leading fundraising, for example, processing donations, grant.
- Liaison and line management of two part-time Conservation Project Managers including basic HR work (renewing contracts, payroll, etc.)

- Liaison with partner organizations e.g. Irish Environmental Network, National Parks and Wildlife Service (Department of Culture Heritage & Gaeltacht) & Northern Ireland Environment Agency (Department of Agriculture, Environment and Rural Affairs)

## **REQUIREMENTS**

### **Qualifications & Experience**

- 5+ years of demonstrable experience of project management,
- Experience of the voluntary sector, including a good understanding of local charitable and voluntary organisations,
- Understanding of project costing, finance, basic book keeping, establishing project management systems,
- Proven experience of successful partnership working.
- Grant application experience and submissions to E tenders in collaboration with other staff
- Confidence with range of software including MS Office, Sage Instant Accounts & Paypal
- Full clean driving licence

## **PERSONAL SPECIFICATIONS**

### **Communication Skills**

- Proven ability to communicate and negotiate effectively and efficiently with a wide range of audiences including financial supporters, potential sponsors, local voluntary organisations, and the media.
- Possess good presentation skills.

### **Teamwork**

- Ability to develop, lead and support a team and create safe inspiring working conditions.
- Ability to work independently and as part of a team, and work with and report to a BCI Chairperson and council.

### **Initiative and planning**

- Can plan, manage time effectively and work flexible hours (including occasional weekends) as BCI is a volunteer lead organization.
- Ability to prioritise, make decisions in complex areas with a restricted budget.
- Be self-disciplined, motivated, organised, able to meet deadlines, work under pressure – shows real initiative.

## **DESIRABLE**

- Degree or diploma in a relating subject or an associated subject - Business, Project Management, Accountancy,

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- Experience in delivering of heritage or wildlife conservation projects
- Fundraising and project development experience
- A knowledge of bats would be helpful, but is not essential

**Terms and Conditions**

<b>Hours/ Working week</b>	<b>20 hours flexible</b>
<b>Contract</b>	Permanent contract subject to a probationary six month period (dependent on ongoing external funding sources).
<b>Location</b>	<b>Working from home, Wi fi and mobile provided</b>
<b>Salary</b>	<b>EUR 15,000-18,000 commensurate with qualifications and experience</b>
<b>Annual leave</b>	<b>On a pro rata basis</b>
<b>Pension</b>	<b>BCI will facilitate payments to but cannot contribute to a pension</b>

*This job description is a guide to the general range of duties attached to the role. It is intended to be neither definitive nor restrictive and is subject to review with the employee concerned and therefore may be updated from time to time to reflect changing business and operational needs and the employees own development and growth needs.*

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