

ADMINISTRATIVE ASSISTANT WITH BAT CONSERVATION IRELAND

Job Description

Job Title: Administrative Assistant

Employer: Bat Conservation Ireland

Main Place of Work: From home and on-site as required

Hours: Part-time (20 hours per week /2.5 days), based from home, 6 months' probation period; contract renewable on a yearly basis or subject to funding.

Reporting to: BCIreland Chairpersons and Council

Immediate Line Manager: Administrative Manager

Duration: 1 year initially from start date – contract renewable subject to funding

Salary: €15,000 - €17,000 (Dependent on experience)

JOB ADVERTISEMENT

Bat Conservation Ireland are seeking an enthusiastic, ambitious, self-starter to join our team in the role of Administrative Assistant. The successful candidate will have excellent communication skills, be highly organised and have the ability to work well as part of a team, as well as individually. This will be a part-time position of 20 hours per week and will have the advantage of working from home.

Key Responsibilities

To provide full administrative support to an enthusiastic and committed team, ensuring work is delivered to a high standard and in a timely and confidential manner, including but not limited to:

- **General Administration**
 - Dealing with day-to-day tasks involved in running the organisation;
 - Fielding enquiries by e-mail, post, social media;
 - Maintaining and ordering office supplies;
 - Filing and maintenance of invoices, accounts, files and documents;
- **Accounts and Finance**
 - Supporting the financial processing of invoices, expenses, reports;
 - Processing merchandise orders and dealing with customers and suppliers;
 - Assisting with preparation of funding reports and tenders;
- **Communications**
 - Collating information and articles for the website, newsletter and social media;
 - Assisting with maintenance and updating of CRM and mailing lists and assisting with generating and scheduling mailings;

- Updating the 4 websites associated with the organisation;
- **Educational Events**
 - Assisting with event organisation and delivery for internal and external events;
 - Providing administrative support to the bat panel, who carry out education activities across the country;
 - Coordinating the distribution of equipment and resource boxes for events throughout the country.
- **Bat Monitoring Programmes**
 - Providing administrative support to the 5 bat monitoring programmes and liaising with each of the coordinators of the schemes to ensure their effective coordination;
 - Assisting with and scheduling communication reminders for each of the monitoring programmes to ensure that volunteers are communicated with in a timely manner;

Other

- Supporting the administration of the Bat Conservation Ireland Small Grant's Scheme and liaising with grantees;
- Assisting with general ad-hoc projects as and when required;

REQUIREMENTS

Qualifications & Experience

3+ years of demonstrable experience in a similar role,

- Strong interpersonal skills;
- Excellent communication skills, both verbal and written, and strong attention to detail;
- Excellent administration skills, including advanced ability in Word, Excel, PowerPoint, MS Teams and Outlook;
- Knowledge of SAGE or other bookkeeping software an advantage;
- Understanding the need for working discreetly and maintaining confidentiality;
- Ability to problem-solve and work independently as required;
- Ability to prioritise and work well using own initiative;
- Experience of the voluntary sector, including a good understanding of local charitable and voluntary organisations is a distinct advantage.

PERSONAL SPECIFICATIONS

Communication Skills

- ✓ Proven ability to communicate effectively and efficiently with a wide range of audiences including members, volunteers, internal and external stakeholders.

Teamwork

- ✓ Ability to work well as part of a team and support safe, inspiring working conditions;
- ✓ Ability to work independently and as part of a team, and work with and report to other team members and governing Council.



Initiative and planning

- ✓ Ability to plan and manage time effectively and work flexible hours, when needed;
- ✓ Ability to prioritise workload and manage communications with different stakeholders to deliver different pieces of work;
- ✓ Be self-disciplined, motivated, organised and able to meet deadlines, including work under pressure to achieve final result.

Other

- ✓ Full clean driving licence

DESIRABLE

- ✓ Diploma or Certificate in a related subject - Business, Administration & Office Skills, Accountancy;
- ✓ An interest in wildlife and/or bats specifically and biodiversity would be an advantage.

Please e-mail cover letter, along with CV to: recruitment@batconservationireland.org by **1pm on Monday 9 February 2026.**