

Personal Assistant/Office Manager to the Congregational Leader and Team

About Us

The Congregation of the Sisters of Mercy was established in 1831 and there are currently 1250 sisters in the Congregation. The Congregation of the Sisters of Mercy is a registered charity in Ireland and the Congregational Leadership Team (CLT) are the Trustees. Currently we are seeking applications to fill the vacancy below from persons drawn to work in mutual collaboration and co-operation with us through our administrative structure.

Please visit our website at www.sistersofmercy.ie for more information.

Reports to:

Congregational Leader

Contract Type:

Permanent, full-time after successful completion of 6 months probationary period.

Location:

Congregational Leadership Team Offices, Clondalkin

Role Summary:

The Personal Assistant/Office Manager is a key member of the Congregational Leadership Team's support structure. This role provides administrative, secretarial, and personal assistance to the Congregational Leader, and the Congregational Leadership Team, enabling them to focus on leadership and mission priorities.

The post holder manages the day-to-day running of the CLT Offices and acts as a liaison with internal and external stakeholders on behalf of the Congregation.

The person maintains confidentiality and professionalism in all matters.

Key Responsibilities:

1. Executive Support to the Congregational Leader:

Manage and prioritise all correspondence, emails, and phone calls, directing enquiries as appropriate.

Organise the Congregational Leader's diary and schedule: meetings, travel, appointments, and accommodation.

Draft, edit, and manage correspondence, reports, presentations, and other written materials.

Track ongoing matters and provide timely reminders and support materials.

Prepare briefing notes and background documents ahead of meetings and engagements.

Provide personal support related to the Leader's role (e.g. sourcing gifts, collecting materials, making purchases as needed).

Ensure the Leader is kept up to date when away from the office.

2. Meeting and Minute Support:

Prepare materials for key meetings, in-house and online (e.g. Trustees, CLT, Congregational Planning, Branch and International meetings).

Attend and take minutes at designated meetings; transcribe and distribute in a timely manner. Maintain accurate records of key decisions and follow-up actions.

Liaison and calendar management for all CLT team members, where required

3. Records and Filing:

Initiate the setting up of a new filing system in collaboration with other key post holders.

Manage and maintain a clear and accessible filing system for all correspondence, documents, and meeting records.

Support the preservation of key documents in line with Congregational protocols and policies.

Oversee archiving in liaison with the Congregational Secretary and Congregational Archivist, ensuring transfer of documents as needed.

4. Liaison and Co-ordination:

Liaise with congregational, legal, financial, and other professional contacts on behalf of the Congregational Leader.

Connect with Branch personnel to gather reports, documents, and updates as required.

Coordinate visits by facilitators or guests to the CLT office and support meeting logistics.

5. Office Management:

Preserve, in liaison with the Congregational Archivist, all documents, records and archives relating to the administration and evolving story of the Congregation.

Collaborate with the Chief Operating Officer in the development of common administrative services across the Congregation.

Hold regular staff meetings with CLT support staff.

Manage and maintain records in relation to GDPR and data protection requirements.

Undertake any other duties deemed appropriate by the CLT.

Working Conditions:

Monday to Friday, 9:00 a.m. – 5:00 p.m.

Flexibility required on occasion to address urgent matters.

Performance Standards:

Six monthly performance and development reviews will be conducted.

The role requires initiative, discretion, excellent organisational skills, and the ability to work independently and proactively.

A flexible and adaptable approach to work is essential.

Qualifications:

At least 3 years' experience in a senior administrative or executive support role.

Minimum of a Level 6 qualification in Business Administration, Office Management, or a related field.

Experience in managing calendars, correspondence, and confidential documents.

An understanding of and experience in the management of Data Protection and GDPR.

Excellent proficiency in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint) and digital file management.

Ability to communicate clearly and professionally with internal and external stakeholders.
Experience in a not-for-profit, charity or community organisation is desirable but not essential.

Essential Qualities:

Discreet, trustworthy, and capable of handling sensitive information.

Highly organised with strong attention to detail.

Strong written and verbal communication skills.

Ability to build good relationships and act as a professional representative of the Congregational Leader.

Comfortable working independently and as part of a team.

How to Apply

Application pack available from kaitlin@hrteamservices.com. Note that reference checking will not take place without prior consultation with the applicant.

We are an equal opportunities employer and welcome applications from all suitably qualified candidates.