

TEAM ADMINISTRATOR - DEVELOPMENT



The role:

The purpose of the role of the Development Team Administrator is to provide comprehensive administrative support to the New Business and Development Department, including assistance in the preparation of financial applications. The role is also responsible for ensuring the effective management of internal and external documentation. The postholder will also require a flexible approach to the role and will work as part of a team delivering a professional service to both internal and external stakeholders.

Location:	Hybrid working , with office and national site attendance, if required
Reporting to:	Development Admin Team Lead
Contract:	Permanent, Subject to a six month probationary period
Salary Range:	35,800 – 36,874 per annum, starting pay dependent on experience
Hours:	37.5 hrs hours per week over 5 days
Leave:	26 days
Pension:	Available on completion of probation
Travel:	The post requires a valid driving license and the use of a car for business purposes. Expenses policy applicable
Head Office:	Phoenix House, Castle Street, Dublin 2

To Apply: Please send your CV and accompanying covering letter to recruit@circlevha.ie by the closing date.

Closing Date: 29th June 2024

Interviews: Final interviews are anticipated to take place W/C 8th July 2024

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The Organisation: Circle Voluntary Housing Association was set up in 2003 and is a leading provider of social housing in Ireland. Our vision is to make a real difference by delivering quality homes and innovative integrated housing solutions to individuals and families in Ireland. We are passionate about our people and the delivery of a tenant first service.

Our team members are the secret element of our success. Their experiences, competencies, values, knowledge, and perspectives are greatly valued and have significantly contributed to Circle delivering over **2,500 homes**. They deliver services to **over 5,000 people** and help **create thriving communities**.

We are dedicated to finding the right people who embrace our purpose, vision, and values. In return we will support you to learn, grow and excel in an exciting, flourishing, diverse organisation. We are committed to fostering an inclusive and collaborative work environment, which values every person who works with us and all of those who live in our homes and communities.

Reflecting the growing diversity of the communities in which we work, we welcome applications from people of all cultures, nationalities, genders, members of the LGBTQ+ community and any background traditionally marginalised in society.

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Key Responsibilities:

- To provide comprehensive administrative support to members of the New Business and Development Department;
- To assist with the preparation of CALF, CAS and CREL Financial Applications;
- Screening telephone calls, enquiries and requests for the New Business and Development Department, and handling them when appropriate;
- To collate agendas and take minutes of meetings, including team and management meetings, when required;
- Ensure the effective management of internal and external documentation, and carry out periodic audits of information and cleanse data when required;
- Assist members of the New Business and Development Department in the maintenance of records and information required for the preparation of reports for relevant stakeholders;
- Management of relevant inboxes for departmental services;
- Assist the Development Admin Team Lead with various administrative tasks, when required;
- Organisation of team and other meetings, booking meeting rooms, organising accommodation and travel arrangements, as required;
- To raise necessary PO requests for members of the New Business and Development Department, and ensure that they are circulated to the relevant external third parties;
- Coordination of electronic and hard copy file management for transactional documentation;
- Organisation of the signing of contract documentation with members of the Board of Directors and Company Secretary, when required;
- Monitor and management of new homes on housing management system;
- Ensuring that all information maintained on IT databases is up to date and accurate;
- Actively contribute to individual and team key performance indicators;
- Carry out all duties observing Circle VHA's Values, Policies, and Procedures;
- Undertake any other duties that may be required as part of the day to day responsibilities of this role.

Key Competencies

- **Delivering against agreed targets**
- **Proficient knowledge of IT Systems**
- **Working in a team**
- **Time Management skills**
- **Brand integrity**



Person Specification

Candidates will be shortlisted based on illustrating in their application that they fulfil the following criteria.

Examples that demonstrate the ability to fulfil the criteria should be included as well as the below competencies.

Education and Work Experience	Essential	Desirable
Relevant third level qualification in Business, Administration, Computing, Housing or similar	✓	
2 year min. working in a similar role in housing/residential property	✓	
Experience working within a social housing or support organization		✓
Experience dealing with customers both internal and external, or demonstratable customer focused skills	✓	
Full, clean and unrestricted Irish driving license with access to a vehicle	✓	
Application of in-house, multi-discipline IT packages	✓	
Key Knowledge and Skills	Essential	Desirable
Demonstrable understanding of the social housing sector		✓
Demonstrable understanding of best practice in the delivery of New Business and Development Services		✓
Ability to prioritise, work to deadlines and meet targets	✓	
Able to form and maintain good working relationships at all levels, internally and externally	✓	
Able to resolve, anticipate and prevent problems	✓	
Able to take responsibility, working independently and flexibly	✓	
Excellent communication skills and an open and motivated approach to work	✓	
Excellent organisational skills	✓	
High level of written English, including ability to write and present reports	✓	
Attention to detail	✓	
Proficient use of common IT packages, including Microsoft Word and Excel	✓	

Employee Benefits



26 days of annual leave



Increased annual leave entitlement with length of service



Paid sick leave



Annual salary increments



Company Pension Scheme



Hybrid working options



Death in Service Benefit



Personal Milestone Gifts



Further Education Assistance



Employee Assistance Programme



Paid maternity leave



Paid adoption leave



Paid paternity leave



Early miscarriage leave



Fertility Leave



Additional parents leave payment



Tax Saver Commuter Tickets



Bike to Work scheme

Some benefits subject to T&C's*

