

<b>Job Title:</b>	Executive Assistant to C.E.O (Maternity Leave Contract)
<b>Location:</b>	Head Office, Blanchardstown Corporate Park, Dublin 15
<b>Reports to:</b>	Chief Executive Officer
<b>Hours:</b>	35 hours per week. Some out of hour's work required each quarter.
<b>Job Type:</b>	12 Month Fixed Term Contract
<b>Projected Start Date:</b>	6 <sup>th</sup> August 2024
<b>Salary:</b>	€40,000
<b>Purpose:</b>	To embrace the vision, mission and values of Coolmine and to provide executive support to the Chief Executive and Head of Services.
<b>Contact Email:</b>	<a href="mailto:dylan.murphy@coolminetc.ie">dylan.murphy@coolminetc.ie</a>
<b>Application Ref.</b>	<b>HR/DUB/ADS/EA/0724</b>

Coolmine is a leading drug and alcohol treatment service providing community, day and residential services to men and women with problematic substance use and their families in Ireland established since 1973. Coolmine Therapeutic Community believes that everyone should have the opportunity to overcome addiction and lead a fulfilled and productive life.

The Executive Assistant provides strategic support and assistance in the following ways:

- CEO planning and management
- Board servicing and servicing of the four Board Sub-Committees (see below)
- SMT planning, scheduling, project planning

The Board of Coolmine has four sub-committees which meet quarterly and report directly into the Board. These are:

- Finance and Fundraising
- Audit & Risk
- Nominations Evaluation and Governance
- Clinical Quality & Safety

**Role Responsibilities: (Include, but not limited to)**

**CEO Planning and Management:**

- Provide comprehensive, administrative support to the CEO including drafting and writing reports, responding to emails on behalf of the CEO, maintaining contact with external stakeholders via email and telephone, and preparing presentations and proposals.
- Track all ongoing projects, workflow and actions for the CEO to ensure all items are followed up on promptly.
- Proactively manage the CEO's diary by organizing internal and external meetings, both online and in person, monitoring meeting invitations and responding accordingly, as well as managing the CEO's diary to ensure optimal use of CEO's time.
- Proactively monitoring the CEO's Inbox to ensure all items are followed up accordingly and, when necessary, are disseminated to other members of the Senior Management Team for additional follow up and action.
- Maintain and enhance existing relationships between the CEO and both internal and external stakeholders by acting as first point of contact for the CEO, as well as developing and nurturing new strategic partnerships to further enhance the reputation of the CEO and strengthen the Coolmine brand.
- Assist the CEO with forward planning for meetings by ensuring the CEO has sight of all relevant papers and documents in advance.
- Develop and maintain electronic filing systems and folders on behalf of the CEO and create filing systems for all documents, reports and presentations.
- Process and submit expenses, credit card returns, and other finance-related duties as directed by the CEO
- Provide administrative support to CEO in their external sector forums.
- Manage the CEO's social media (Twitter & LinkedIn) by liaising with the internal communications department to highlight significant days in the calendar, organisation-wide projects and webinars/conferences, and building an online presence representing the organisation's mission and values at all times.
- Act as first point of contact on behalf of CEO for a number of governmental, ministerial and state offices, including liaising with key members of staff
- Collaborate with Coolmine's Communications & Fundraising Manager around the preparation of annual reports and assist with internal events management, including ministerial visits
- Assist the CEO and senior management team with the planning and coordination of any staff events such as the Summer/Winter Away Days and assist with the preparation of presentations for such events.

### **Board and Board Sub-Committee Servicing:**

- Demonstrate an awareness of current pipeline projects, proposals for consideration, strategic planning and workflows in order to adequately provide support to the Board.
- Organize and schedule all Quarterly Board Meetings and Quarterly Board Sub-Committee Meetings throughout the year and issue calendar invites directly from the CEO's Calendar to all Directors.
- Liaise with the Chair, Company Secretary and CEO to finalise Agenda for Board Meeting
- Liaise with the Chair and relevant Senior Management Team member of each Board Sub-Committee to finalise Agenda for Sub-Committee Meeting
- Compile, gather, collate, and disseminate all relevant papers to the Members of the Board and Sub-Committees in an organized and timely way in advance of meetings.
- Take the Minutes at all Board Meetings and Sub-Committee Meetings and once approved disseminate to relevant Board members and Sub-Committee members.
- Proactively liaise with the Chairs of the Board and Sub-Committees and offer administrative assistance when required include note on quarter out of hours.

### **SMT Planning, Scheduling and Project Planning**

- Scheduling of all Senior Management Team meetings and Away Days throughout the year, including booking of meeting rooms in external locations, arranging refreshments, booking A/V equipment
- Prepare the Agenda for each Senior Management Team Meeting (bi-weekly) and collate any relevant supporting papers or any documents that may be needed.
- Attend SMT meetings and record action points.
- Track any action points and ensure that all outstanding items are followed up with the team accordingly.
- Schedule 1:1 meetings between the CEO and members of the SMT
- Liaise with and provide administrative support to the SMT when required, including collaboration on reports, amending documents, and ad hoc requirements such as arranging travel or assisting with booking external meeting rooms on behalf of SMT members.
- Co-ordinate Strategic Oversight Committee meetings and prepare presentations and updates to the Board.

## Experience

- Candidates for the position of Executive Assistant must have at least 3-5 years' solid experience supporting leaders at C-Suite and Executive Management level.

## Skills, Abilities and Knowledge

- Team player with strong interpersonal skills and an ability to work cross-functionally.
- Highly professional person with an ability to gauge sensitive situations and act accordingly.
- Experience of establishing positive and productive relationships at executive level and having the tact and diplomacy to ensure these relationships are maintained.
- Committed to delivering a quality service within Coolmine and willing to look at ways to improve practices and processes within the organisation.
- Willing to support organisational change and respond to evolving situations with a can-do attitude and proactive approach.
- Ability to work with flexibility and be able to adapt to changing priorities with positivity and enthusiasm.
- Self-starter who can act on own initiative and can proactively managing competing demands and pressures.
- Highly literate with a strong ability to compile data and information into complex reports and relay information succinctly and clearly when required.

## Terms

- Full-time, 12 Month Fixed Term role.
- Salary €40k p.a.
- 35hr hour working week.
- 24 days annual leave
- Hybrid working arrangements may be discussed following successful completion of an 8-week induction schedule.

## Application Process

Interested candidates who meet the Person Specification requirements should send their CV & cover letter with application reference code to Dylan Murphy, HR Administrator at [dylan.murphy@coolminetc.ie](mailto:dylan.murphy@coolminetc.ie)

Please quote this application reference **HR/DUB/ADS/EA/0724**

The closing date for applications is **Friday the 12<sup>th</sup> of July 2024**

***Coolmine Therapeutic Community is an equal opportunities employer.***