Administration and Programme Assistant

JobBridge Internship

To apply for this position, candidates must be unemployed and actively seeking work. They must have a live claim with the Department of Social Protection and in receipt of benefits or allowances (such as Jobseekers Allowance, Jobseekers Benefit) for at least 3 months. For a full description of eligibility, please visit the Department of Social Protection website: http://www.welfare.ie/en/Pages/JobBridge-Interns.aspx

Please note: The internship cannot commence until the Department of Social Protection has confirmed the candidate’s eligibility.

The role is unpaid. The intern will be paid their existing Department of Social Protection payment and a top-up of an additional €50 a week.

The General Manager of NAYD will mentor the intern. Different elements of the role may require mentorship by other NAYD staff members. The intern will report to the Director of NAYD.

Role Description

Reception/General Office Duties

Assisting the General Manager with Reception and Office duties to include:

- Answering the telephone and distributing calls as appropriate.
- Dealing with general enquiries by phone and email.
- Maintaining office supplies including stationery, canteen, cleaning supplies etc.
- Liaising with equipment suppliers on any issues.
- Developing and maintaining an itinerary of equipment.
- Shredding.
- Filing and archiving.
- Recording and typing of minutes of staff meetings.

Programme Assistance

Assisting the NAYD team with the delivery of the annual national youth drama programme to include

- Assisting with the logistical aspects of programmes including accommodation, food and travel.
- Gathering and input of participant information.
- Registration of participants.
- Assisting in the evaluation and monitoring of programmes
- Other programme duties as required.
Membership

- Sending out membership renewal letters, invoices etc.
- Acknowledging new and renewed memberships.
- Creating and sending out member login details for the NAYD website.
- Adding new members to website.
- Updating the *Find A Youth Theatre* listings.

Database Management/Mailings

- Updating and maintaining the organisation’s databases including the membership database.
- Assisting in the preparation of the mailing of NAYD’s annual publication *Youth Drama Ireland*.
- Assisting in other mail-outs as required.

Resources/Publications

- Processing orders for publications including invoicing, posting and receipting.
- Assisting the Youth Theatre Officer with requests under the PlayShare scheme.
- Maintaining and updating the library catalogue.

Project Development

Depending on the skills and interest of the intern, there may be opportunities to develop new initiatives to complement NAYD’s work.

Terms of Internship

- The internship will last for 9 months.
- The intern will work 30 hours a week.
- Some evening and weekend work will apply. Time in lieu will be granted for any work undertaken outside the hours of 10 – 5.30 Monday to Friday.
- The position complies with the terms and conditions of JobBridge National Internship Scheme.
- NAYD requires that the successful candidate be submitted for garda vetting.
- The successful candidate is also required to attend child protection training. This training will be provided by NAYD.
- The successful candidate must adhere to NAYD’s Welfare and Child Protection Policy and Health and Safety Policy. NAYD’s Staff Handbook will be adhered to except where the terms and conditions of JobBridge differ from the Staff Handbook.
- The intern will be paid for any out of pocket expenses including travel or meals that are incurred as a result of work outside of the NAYD office. Travel to and from the NAYD office will not be covered.
Skill Requirements/Person Specification

• A strong interest in youth drama, working with young people and/or the Arts
• A good working knowledge of Microsoft Office including Word, Excel, Outlook.
• Enjoys working as part of a team
• Ability to work independently
• Good communication and people skills
• Good written and spoken English
• Reliable and Punctual
• Flexible
• Professional approach

Learner Outcomes

The intern will gain practical experience in a number of office and administration duties including operating an office phone system, reception duties, maintaining and ordering office supplies, invoicing, receipting etc.

The intern will have attained skills and experience in programme and event organisation. He/she will have an understanding of all the various tasks involved in developing a project from planning to completion.

He/she will have an increased knowledge and understanding of about youth theatre, youth arts and working with young people.

He/she will have an increased understanding of child protection.

He/she will have gained skills in database development and management.

He/she will have valuable experience in working as part of a small team that delivers a range of programmes and supports to members and other stakeholders nationally.

He/she will receive informal training in using a website content management system.

He/she will receive informal training and mentoring in event and programme organisation.

He/she will receive training in NAYD’s monitoring and evaluation procedures.

NAYD will support the intern to access training opportunities as offered by NAYD through their annual programme, depending on the intern’s areas of interest. This could include youth leadership training, drama facilitation training etc.

To Apply
Send a CV and a letter of application to Katie Martin, NAYD, 7 North Great George’s Street, Dublin 1 or by email to katie@nayd.ie by 30th October.