



**Northern Ireland Rural Women's Network
Job Description**

Title: Organisation & Membership Administrator

Location: NIRWN Unit 13a Ballysaggart Business Park, Beechvalley Way
Dungannon BT70 1BS

Hours: 25 hours (may increase subject to funding)

Salary: £20,550 (pro rata) funded to March 2019 and will be extended
subject to available funding.

Responsible to: The Director

Job Purpose: To develop, implement and disseminate information and
content via NIWRN's communication channels, promote membership and
provide high quality administration & financial support for NIRWN.

Main Duties:

1. Administration Support

- Deal with general enquiries in a professional manner
- Provide minute-taking for meetings as required
- Contribute to the development, maintenance and improvement of
information management processes and systems
- To ensure that all information is held and distributed within the
requirements of data protection legislation
- Liaise with suppliers and beneficiaries and outside service providers e.g. IT
support, telecommunication providers etc.
- Provide administrative and budget planning support for: events, training,
networking or consultation planning and ensuring these are targeted and
implemented appropriately.
- Record staff leave, TOIL and Flexi
- To assist with:
 - processing and recording of payments to creditors in line with
NIRWN procedures
 - Preparation of monthly bank reconciliations
 - Preparation & submission of project claims for grant expenditure
 - Collation of invoices & other supporting documentation to
support claims

2. Communications & Membership Support

- Maintain and update NIRWN's website (training will be provided) and social media channels
- Design and produce PR for NIRWN & Women's Regional Consortium-WRC i.e. press releases, annual report & other promotional material as and when required
- Write and produce original content as required including the ability to tailor content for different channels and audiences
- Select and prepare appropriate images to accompany content as required
- Assist with planning and the booking of events/venues/workshops in accordance with company policy
- Provide administrative support to events and conferences organised by NIRWN
- Promote NIRWN & WRC activities across all communication channels.
- Promote the benefits of NIRWN membership
- Raise awareness of the role and function of NIRWN with external organisations, our membership and the public;

Other duties

- Preparing reports for and attending monthly support and supervision
- To attend team meetings as required
- Any other duties which may from time to time be appropriate