

## Job Description

### **Administrative Assistant**

**Employer:** Irish Council for Prisoners Overseas of the Irish Catholic Bishops' Conference  
**Job Title:** ICPO Administrative Assistant  
**Job Type:** Full-time, permanent position (subject to six-month probationary period)  
**Location:** Columba Centre, St Patrick's College, Maynooth, Co Kildare W23 P6D3

The Irish Council for Prisoners Overseas (ICPO) provides information, advice and support to Irish people in prison overseas and their families. The ICPO was established by the Irish Catholic Bishops' Conference in 1985, to respond to the significant challenges Irish people face in prison overseas. Presently, the ICPO has contact with over one thousand Irish people in prisons in more than thirty countries around the world.

#### **1. Job Purpose**

Reporting to the ICPO Coordinator, the primary role of the ICPO Administrator is to support the work of the Irish Council for Prisoners Overseas of the Irish Catholic Bishops' Conference.

#### **2. Key Areas of Responsibility**

- Day to day running of the office, respond to calls, emails, and routine letters; direct inquiries to the appropriate person
- Manage office resources, stationary orders, information materials, photocopying and printing
- Manage the ICPO Salesforce database – ensuring the database is updated, the data is backed up, provide training and support the Coordinator, Caseworkers and Volunteers with database related queries and reports.
- Provide initial IT support to staff and volunteers
- Support the Coordinator in planning and organising Council meetings, including preparing documents and compiling required external reports. Attend Council meetings as recording secretary, take minutes, and prepare draft minutes for review and circulation
- Arrange, coordinate, and schedule meetings and events; prepare meeting documents as required
- Design, print and coordinate the posting of the ICPO Newsletters, St Patrick's Day cards and Christmas Day cards to all ICPO clients
- Support ICPO volunteers with their work to ensure continuity of important ICPO services such as the Pen Friend scheme, the ICPO Newsletter and maintenance of the Salesforce database
- Prepare, draft and design reports, PowerPoint presentations and information resources for instance; the ICPO annual report

#### *Other duties will include:*

- Assist the ICPO Coordinator with the submission of funding applications
- Collate, print and post information of interest to ICPO clients
- Contribute, edit and oversee the printing and distribution of the ICPO newsletter
- Correspond with a small number of ICPO clients as delegated by the ICPO Coordinator
- Engage in organisational strategic planning and the development of client outreach and supports
- Supporting the implementation of social media strategies on platforms such as Facebook and X (formerly Twitter) and with updating the ICPO website as required
- Collaborate with members of ICPO Maynooth, ICPO London office and other councils within the Irish Bishops' Conference
- Attend and participate in team meetings and other meetings as required
- Participate in general office rota duties

- Occasionally attend meetings, conferences and seminars outside of office hours, for which time in lieu will be given
- Undertake relevant training as necessary to enhance personal skills and professional development
- Other duties as assigned by the ICPO Coordinator

The successful candidate will be located in the offices of the Irish Catholic Bishops' Conference, Columba Centre, St Patrick's College, Maynooth, Co Kildare. The employer provides a hybrid working policy that allows for three days based in the office in Maynooth and two days working remotely from home.