

ADVERT ID 223528

General

Retired Teachers Association of Ireland

35 Parnell Square, Dublin D01ET35
<https://www.rtaireland.ie>



MAIN DETAILS

Status: Active
Level: Other Education
Date Posted: Wed Aug 21 2024 17:02:10
Application Closing Date: Fri Oct 4 2024
Status of Post: Other
Number of Vacancies: 1

POST DETAILS

Title:

RTAI Official

Description:

EXCITING NEW ROLE with the RETIRED TEACHERS ASSOCIATION OF IRELAND

Established in 1952 and incorporated as a Company Limited by Guarantee (CLG) in 2018, the RTAI staff supports 32 branches in the Republic of Ireland. With over 10,000 retired primary teacher members, the Association represents their interests at national level, while supporting strong and dynamic social activity locally.

Reporting directly to the RTAI General Secretary, this is a senior, multi-faceted post, requiring a strong proficiency in IT and Communication skills for a self-motivating and highly organised person who has the capacity to develop the job into a permanent placement. The workplace is on Parnell Sq. Dublin 1 with a limited working from home option available.

Please submit your CV and a letter of application by email to gensec@rtaireland.ie by 04/10/24.

Essential requirements:

- At least 5 years work experience.
- Hold a relevant third level qualification.
- High proficiency in office software and associated administration skills.
- Website and Social Media content administration & development skills.
- Knowledge of membership database management & data download procedures.
- Ability to create, organise and deliver regular training & information programmes.
- Experience in office management and staff development.
- Ability to work within a small team and build strong relationships both remotely and in-person with Association Board members, volunteers and members.
- A full driving licence and a car available for use on RTAI business.

Desirable requirements:

- Working knowledge of GDPR regulations.
- Knowledge of the primary school system.
- Knowledge of the work of the not-for-profit sector.

The successful candidate will be offered an initial 12 month fixed term contract, subject to review at 6 months, with a view to renewal or conversion to a permanent role thereafter. Excellent remuneration package based on experience. Full job description and terms & conditions are available on request to gensec@rtaireland.ie
RTAI is an equal opportunities employer.

APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Email
- Post

APPLY TO THIS JOB VACANCY

Apply To: gensec@rtaireland.ie
35 Parnell Square,
Dublin
D01ET35
County: Dublin
Postal District: Dublin 1
Enquiries To: gensec@rtaireland.ie
Website: <https://www.rtaireland.ie>

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