

Environmental Sciences Association of Ireland (ESAI) Job Description

The Environmental Science Association of Ireland (ESAI) is seeking a flexible, enthusiastic and excellent communicator for the role of part-time administrator on a consultancy basis with an initial contract for 1 year with the potential to extend. The administrator is the first point of contact and direct liaison between ESAI members, governing council and the public. Delivery of services outlined below are key to maintaining and building on the reputation of the ESAI. The role is suitable for remote working with a requirement to attend the annual Environ conference and various meetings as required.

Job Title: ESAI Administrator (part time)

Organisation: Environmental Sciences Association of Ireland (ESAI)

The ESAI is an association of individuals working in or with an interest in the environmental area in Ireland. Our aim is to facilitate communication and interaction between persons interested in the environment through colloquia, workshops and publications. Further information on the ESAI is available at www.esaiweb.org/. The ESAI aims and objectives are to:

- Provide a forum to facilitate exchange of specialist information and advice amongst environment researchers, policy makers, environmental management practitioners and other stakeholders, within Ireland and beyond.
- Promote a fuller awareness of the role that higher-level education institutions may make in finding solutions for the urgent environmental problems confronting contemporary society.
- Provide a forum for networking amongst environment researchers both at national and international scales within different networking activities, e.g. workshops, meetings, seminars, etc.
- Facilitate an annual conference aimed at providing postgraduate and other researchers with an opportunity to learn about each other's work, and for postgraduates to present and publish papers within a supportive community.
- Promote high professional standards amongst environmental researchers and professionals.

Location: This administrator role is suitable for remote working with a requirement to attend the Environ conference in person and other meetings as requested.

Salary and contract duration: Initial contract agreement of 12 months with the option to renew. The work involves both monthly **administrative services** and coordination and management of the annual **Environ** conference.

- **Administrative services:** This work will be paid at an agreed daily rate of €350 /day with a minimum monthly contract to provide administrative services for 3 days per month. Work above this must be approved by the Chairperson ESAI and paid accordingly?.
- **Planning and coordination of annual Environ conference:** This entails a fixed annual fee of €7,500 per Environ conference. This is based on an average input of 30 -35 days over a 6-month period. This includes travel to and from site meetings with the host college. The fee has been agreed by ESAI council and covers all work from kickstart meeting with the host college until the final day of conference delivery.

Main duties and responsibilities

- Publicity of the organisation through promotion of events and services with undergraduate & postgraduate students, researchers, senior academics, environmental science course organisers and ESAI membership.
- Organising meetings e.g. Council Meetings & AGM (attendance, room bookings, preparation of agenda, communications, online arrangements, minutes etc.)
- Attending council and strategy meetings (both on-line & in person), reporting on / having input regarding administration services, ongoing projects and membership
- Organise ESAI Newsletters through liaising with editor, authors, updating website articles and distribution to members
- Responsible for reviewing membership fees, making payments, checks on payments received/standing orders, follow up on late payment. AIB PCI DSS scheme compliance

- Liaise with the communications team on promotional activities
- Liaise with the website host and update website content and respond/resolve website queries and requests
- Organise, assist and support ESAI events, projects and Council activities
- Support the organisation and attend the Environ conference series including
 - Acting as a liaison between the host college and the ESAI council.
 - Guiding the host through all aspects of the event
 - Applying for CPD approval from relevant bodies (EI, CIWEM, CIWM, CIEEM)
 - Looking after delegate registration (queries, billing, name badges, registration desk)
 - Taking care of finances, cashflow, budget, bill payments, invoicing, receipts.
 - Partaking in fundraising with a view to raising 50% of the sponsorship target for the event
 - Organising student prize competition (student prize sponsors, certificates, prize presenters)
 - Running with any other task required to ensure smooth delivery of the event i.e. sourcing virtual platform for delivery
- Undertake all ESAI functions in compliance with our Code of Governance and GDPR legislation.

Desirable experience and personal skills

- Previous administration experience including working with multidisciplinary teams.
- Effective written and verbal communication skills with ability to present complex information effectively to a range of audiences.
- Excellent report writing and computer skills including Microsoft Office and Comms software as appropriate.
- Demonstrate an ability to multi-task whilst prioritizing deadlines.
- Previous experience in preparing periodic financial reports.
- Proficient in social media applications and the website.

The duties and responsibilities outlined in the job description are not meant to be definitive or restrictive and may be modified to meet the changing needs of the organisation. Candidates who demonstrate an ability to think sideways will be encouraged.

How to apply:

Application is by CV and cover letter to: administrator@esaiweb.org

For further information on the ESAI see www.esaiweb.org and <https://www.esaiweb.org/environ/>

Closing date for applications: __10/03/23_____

The ESAI is an equal opportunity employer and seeks to employ and contract the best qualified personnel for all our positions in a manner that does not unlawfully discriminate against any person because of race, colour, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve national guard status, or any other status or characteristic