

ABOUT THE ARK

The Ark is a dedicated cultural centre for children. We opened in 1995, three years after the Irish government ratified the UN Convention on the Rights of The Child (UNCRC), recognising the rights of children to “participate freely in cultural life and the arts’. The Ark was founded on the principle that children are entitled to great art made especially for them.

Our purpose is to realise children’s right to art and culture with ambition and joy. We do so by commissioning, producing and presenting fun and ambitious art for, by, with and about children from birth to twelve. Our work is also our advocacy.

We share the work of brilliant and daring Irish and international artists in our award-winning, purpose-designed home in the heart of Dublin’s Temple Bar, as well as in-person and online in schools, in libraries, in early years and care settings around Ireland. We seek to engage children in the places and spaces and on the platforms that are meaningful to them. We often work in partnership with others as artistic collaborators or to advance the diversity and inclusivity of our engagement with children.

Child participation is at the heart of our practice. We work closely with our Children’s Council and have a robust model of child participation embedded across all of our programmes. Active and comprehensive consultation with children informs all our decision-making.

As firm advocates of children’s right to art and culture and as leaders in participatory practice, we regularly share our resources and knowledge with artists, educators and all those interested in child-centred arts practice. We also curate specific professional development opportunities for teachers and artists, and work with other like-minded organisations to advance children’s rights to art and culture as part of their learning and development.

In April 2024 we published *The Ark Strategy 2024-2028* which sets out our ambition to be a thriving, inclusive, sustainable, climate-friendly organisation, recognised for the integrity, influence and impact of our work in realising children’s right to art and culture.

THE ROLE

The Ark wishes to recruit a part-time Administrator to deliver high-level administrative and organisational support, with a particular focus on the governance and compliance work of the organisation, including the administration of strategic planning and reporting, data gathering and management. The Ark is a CLG with charitable status with multiple public funders and stakeholders. The principal areas of governance and compliance relate to meeting the requirements of the Charity Regulator’s Governance Code, The Ark’s Child Safeguarding Policy, and the fulfilment of The Ark’s policies and those of key funders and The Ark’s own policies.

Additionally, this new role will provide administrative support to The Ark’s Executive Team - the Director/CEO and General Manager.

Reporting

Reports to the General Manager.

Key Relationships: Director, Programme Producer, Fundraising Manager and Engagement & Participation Manager.

KEY RESPONSIBILITIES:

Executive Team Support

- Organise internal and external meetings when required, attending and minuting on occasion.
- General support tasks associated with the running of a busy arts organisation and venue – including (but not limited to) scheduling travel, accommodation and other logistics as required.
- Support research and procurement activity and planning.
- Supporting the creation of invite and stakeholder communication lists.
- Support the General Manager with the administration of programme-related contracts and Garda Vetting.
- General administrative duties, including stationery orders, expense reporting, and responding to enquiries.
- Support the coordination and administration needs of internal working groups set-up to develop and implement new internal policies
- Other projects as assigned by the Director or General Manager.

Governance and Compliance Development

- Assist the Company Secretary and Director in preparation and dissemination of Board papers, reports, agendas and minutes, attendance at meetings and follow up on related actions
- Assist in the coordination of Board Sub Committees including the Audit & Risk Committee, Governance Committee and any other board working groups.
- Maintain the policy schedule of the organisation, updating the annual workplan.
- Maintain the records and checklist for The Ark's compliance with the Charity Regulator's Governance Code.
- Assist as required with returns to the Companies Registration office, Charities Regulatory Authority, and other stakeholders or reporting bodies as required.
- Support the implementation of new and best practice in the areas of administrative and governance requirements.
- Assist in maintaining a culture of governance and compliance monitoring across the organisation.

Information Systems and Stakeholder Communication

- Effectively handle regular ad hoc requests for information from internal and external stakeholders including surveys and requests from The Arts Council, Department of Education and other funders.
- Assist the Director through the project management of the strategic development planning processes coordinating activities and inputs through to the delivery of the final strategy.
- Develop and administer data gathering and reporting to support The Ark's objectives in relation to its Education, Diversity and Inclusion policy and goals).
- Assist the General Manager in the maintenance of sound structures to meet the GDPR obligations of the organisation

PERSON SPECIFICATION:

The successful candidate will be able to demonstrate strong examples from their past experience highlighting that they have both the energy and enthusiasm for this role.

Knowledge and Experience:

- Proven administrative and organisational skills in a busy, mission driven organisation.
- Minimum of 3 years' experience in a relevant administrative role.
- Excellent written and verbal communication skills, with strong attention to detail.
- Ability to manage multiple simultaneous priorities effectively.

Desirable Knowledge and Experience:

- An understanding and working knowledge of the arts, education & culture sectors.
- Knowledge or experience of governance, and controls in the charity or other relevant sector.
- Strong administration skills included supporting or delivering a high standard of reporting and documentation for a range of purposes.
- Experience of acting as point of contact or liaison with a range of stakeholders.
- Experience of planning, working on and managing projects to successful completion.
- Reported to and supported the work of someone at General or Senior management level.
- High level of proficiency in IT skills including Sharepoint, Microsoft Office and databases such as Salesforce.

PERSONAL QUALITIES

- Positive, energetic, and committed to the ethos, values, and ambition of The Ark.
- Team player who collaborates and works well with colleagues.
- Enjoys the rigour of reporting and compliance and ensuring a high standard of delivery.
- Delivers accurate and timely information with a high standard in written communications.
- Naturally organised, with a proactive project management approach to on-going work.
- Ability to prioritise and manage the demands of a multi-faceted role.
- A track record of troubleshooting issues, driving continuous improvement.
- A proven ability to handle confidential information with discretion.
- Composed with the ability to prioritise competing demands while delivering a professional service.

TERMS

The Administrator is a part-time role (0.5 WTE or 17.5 hours per week) working mainly Monday-Friday, however some weekend and occasional evening work will be required. The working schedule will be agreed with the successful candidate, however it is expected that work will be carried out during office hours. The role is offered as an initial 1-year fixed-term contract including a six-month probationary period, with the intention of extending subject to annual funding. The role is based at The Ark's venue at 11a Eustace St, Temple Bar, Dublin 2.

There is a holiday entitlement of 20 days per annum (pro-rata), in addition to public holidays. There are also 5 company holidays allocated by the organisation – generally over the Christmas period. All staff have access to a free and confidential Employee Assistance Programme.

The appointment is subject to satisfactory Garda (police) vetting.

Salary: €38-€40,000 per annum (pro rata).

HOW TO APPLY

Interested candidates are invited to apply by completing / providing the following items: -

1. A **CV** highlighting your relevant experience for this role.
 2. A **focused covering letter** outlining your experience and reason for applying for the role.
- Please send your application by email only to al@ark.ie. **The closing date for applications is Wednesday 15 January at 12pm. Late applications will not be accepted.**

Please note that successful candidates will be required to provide proof of identity and complete our Garda vetting process.

All applications will be treated in the strictest confidence. The Ark is committed to creating a diverse environment and is proud to be an equal opportunity employer. *The Ark's Equality, Diversity & Inclusion Policy* can be found [here](#)

Interview Dates and Selection methods

- Initial short-listing of candidates will be on the basis of the information contained in their CV and covering letter.
- Candidates who are short-listed will be invited to attend for interview to be held **in the week starting 20 January**.
- In line with our data protection policy, we will only use the information that you provide for the purposes of this recruitment process. On completion of the process, your information will be securely retained for a maximum of 6 months before being erased.