



ROLE DESCRIPTION & APPLICATION INFORMATION

Role Title:	Administrator
Reporting to:	Director
Location:	Ennis, Co. Clare
Job Type:	Part-time

glór Vision and Mission

glór will be a place of possibility and potential where people are inspired, empowered and entertained.

We will do this by:

- Sharing the diverse voices of artists and audiences, nurturing creativity and belonging.
- Celebrating the artistic traditions and culture that define our wider Clare community.
- Enriching the lives of those we work with and serve.

glór Values

- **Courage:** We embrace bold decisions and innovative approaches.
- **Respect:** We value diverse perspectives and foster a feeling of belonging.
- **Integrity:** We are honest, own our responsibilities and ensure our actions align with our words.
- **Resilience:** We respond to challenges and maintain a commitment to progress.
- **Collaboration:** We work together to make great things happen.

glór History

glór opened first in 2001 as a centre primarily dedicated to the promotion of the traditional arts. It quickly expanded to become a multi-disciplinary venue and gallery and has, over the past 24 years, firmly established itself as an integral part of both the national and local cultural landscape.

glór is housed in an award-winning building and has a capacity of 485 seats. In 2024, we welcomed the opening of Clare's new County Library & Gallery adjoining glór which has created an exciting cultural complex, strengthening Clare's reputation as a cultural centre, as well as supporting economic and social activity in Ennis.

Purpose of the Role

glór wishes to recruit a part-time Administrator to deliver high-level administrative and organisational support, with a particular focus on programming, HR, finance and governance support. This role is integral to ensuring the smooth and efficient running of the organisation, supporting the delivery of glór's strategic and artistic objectives.

Role and Responsibilities Outline

Programming support

- Assist in the administration of glór's artistic programme, including contracting, and maintaining programme records.
- Arrange travel and accommodation where necessary, for visiting artists

Finance administration

- Support day-to-day financial.
- Assist with financial reconciliations, reporting and lodgements.
- Help ensure compliance with financial controls and contribute to preparations for audit.

HR administration

- Maintain up-to-date personnel files and HR records in line with data protection requirements.
- Assist with recruitment processes, including scheduling interviews.
- Support induction and onboarding of new staff.

Governance & compliance

- Assist in the preparation and dissemination of materials for board and subcommittee meetings, AGMs, and follow up on related actions.
- Maintain the records, policies and checklist 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.

General administration

- Organise, attend and minute meetings when required.
- Provide general administrative support to the office.
- Ensure the office remains well-organised and maintain office stationery stock levels.

Person Specification

Essential

- Minimum of 3 years' experience in a relevant administrative role within a busy, mission-driven organisation.
- Proven organisational skills with the ability to manage multiple priorities and deliver high-quality work under pressure.
- Excellent written and verbal communication skills, with strong attention to detail.
- High level of proficiency in IT skills, including Microsoft Office.
- Availability to work at glór for at least the next 9 - 12 months.

Desirable

- An interest in, and understanding of, the arts and culture sectors.
- Knowledge or experience of governance, compliance, and controls in the charity or related sector.

Personal Qualities & Approach

- Positive, energetic, and committed to the ethos, values, and ambition of glór.
- Friendly and approachable, with strong interpersonal skills.
- Naturally organised, proactive, and enjoys the rigour of reporting, compliance, and maintaining high standards.
- A team player who collaborates well with colleagues while also working independently with initiative and maturity.
- Demonstrates flexibility, resilience, and the ability to prioritise competing demands.

- Skilled at troubleshooting, driving continuous improvement, and handling confidential information with discretion.

Terms and Conditions

Hours:

- Part-time role (20 hours per week) working mainly Monday to Friday, however some weekend and occasional evening work may 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.

Salary:

- €35,000 per annum (pro rata).

Application Process

To apply for this position, please submit your Curriculum Vitae (3 pages max) with a single page supporting letter outlining how you meet the requirements of the role with examples of your experience.

Applications should be sent directly by email to admin@glor.ie clearly referencing **Administrator Application** in the subject title.

Closing date for receipt of applications is **Tuesday 5th August 2025 by 12 noon**. Interviews will take place from Monday 11th - Wednesday 13th August at glór.

Preferred Start Date:

- September 2025

This is a unique opportunity for an organised, friendly and approachable individual with a passion for the arts and administration. If this sounds like you, we encourage you to apply.

Recruitment Statement

glór is an equal opportunity, inclusive employer and welcomes applicants from all sections of our community.

Inclusion, equity, diversity and access is a key part of our ethos. We will not discriminate against an applicant (internal or external) based on their gender, age, race, religion, marital status, sexual orientation, disability, membership of the Travelling community, or family status.

We appreciate that people have varying needs and encourage applicants and interviewees to let us know what arrangements and format they may prefer.

If you have a disability and require any accommodation/s, during the recruitment process, including the application itself, please let us know in advance and we will be happy to assist.