

	Job Description
Role	Executive Assistant
Reporting to	Executive Directors
Background and Context	<p>Children's Health Foundation (CHF) is focused on raising funds to fulfil our mission of providing world class medical facilities, research and compassionate loving care for every sick child in Ireland cared for in Children's Health Ireland hospitals and urgent care centres. The Foundation supports Crumlin and Temple Street Children's Hospitals, National Children's Hospital Tallaght and Connolly Urgent Care Centre.</p> <p>The creation of Children's Health Foundation in 2019 brought together the existing Temple Street Foundation and The Children's Medical and Research Foundation Crumlin to continue to support Ireland's sickest children in their treatment journey today, tomorrow and into the future.</p> <p>This is an exciting time to join Children's Health Foundation, full of challenges and opportunities that allow us to support the hospitals in the best possible way, whether that's through family and patient support, vital research, medical equipment or redevelopment. And being embedded in the hospitals crystallises our cause and we see first-hand the impact our work has.</p>
Role Purpose	The role of EA to our Chief Executive is of paramount importance to enable and support the efficient running of the Foundation. This role will also play a key part of enabling the culture development of our Foundation as we grow and will also provide general support to Directors and Board.
Key Responsibilities	<ul style="list-style-type: none"> • Managing the CEO's diary and works across both our offices in Crumlin and Temple Street. • Lead on planning and organising meetings and events with stakeholders, partner's, donors and volunteers. • Arranging detailed travel plans, itineraries and meeting agendas. • Supporting on creating board packs to a high standard. • Research and preparing relevant material such as report writing, presentations and provide administrative support to the Chief Executive as required. • Responsible the efficient delivery of service to all visitors, donors, employees and Board Members who come to the office. • Arrange logistics for both internally and externally meetings on behalf of the Chef Executive and Directors. • Coordinate meetings and strategic activities with the Management team as required. • Prepare and issue meeting minutes to staff as required and follows up on assigned action items.

	<ul style="list-style-type: none"> • Maintain accurate and up to date records on existing internal database and ensure compliance with data protection and privacy policies.
<p>Qualifications and Experience</p>	<ul style="list-style-type: none"> • Extensive experience in an Executive Assistant role supporting Senior Leaders in a fast-paced role is essential. • Strong project management and co-ordination skills with an ability to work off own initiative and to deadlines. • Good communicator with good people management experience and influencing skills. • Strong networking skills and confident with a broad range of stakeholders. • Highly organised, proactive, and dynamic team player. • The successful candidate will need to show reasonable flexibility in relation to hours of attendance to meet the needs of the work.
<p>Terms & Benefits</p>	<ul style="list-style-type: none"> • Fulltime, permanent role on Executive salary band depending on experience • Flexible hybrid work policy • Cycle to Work Scheme • PRSA: up to 6% contributory after six months service • TaxSaver Commuter Ticket Scheme available • Employee Assistance Programme • Training and Education allowance • Access to paid sick leave after twelve months service • Access to paid Maternity & Paternity leave after 12 months service • 21 days annual leave and four privilege days per annum
<p>We are an equal opportunity employer</p>	<p>We are committed to working with and providing reasonable accommodations to job applicants and employees with physical or mental disabilities.</p> <p>If you believe you need a reasonable accommodation to complete any part of the application or hiring process, please send an email to jobs@childrenshealth.ie</p> <p><i>This information will be treated as confidential and used only for the purpose of determining an appropriate accommodation for the interview process.</i></p>
<p>Applying</p>	<p>Please send your CV and cover letter outlining relevant experience to jobs@childrenshealth.ie by 5pm Friday 7th March 2025.</p>