



Request for Executive Secretarial Services

The Institute of Geologists of Ireland (IGI) wish to contract the services of an Executive Secretary. The Executive Secretary is the first point of contact for most enquiries and the role involves representing and promoting the IGI in various avenues including through one-to-one engagement and via social media. The key elements/duties of the position include:

1. Office Administration/Secretarial
2. Book Keeping/Financial
3. Communications & Social Media
4. Event Organisation

Please refer to the subsequent pages for further details of the role. Should you wish to tender your services for this role, please submit a proposal outlining your relevant experience and a proposal for the provision of the outlined services with specific reference and proposed actions for the key elements/duties listed above. Proposals should be emailed to info@igi.ie no later than 5pm on Friday 27th May 2022.

Please note that the appointed person will not be an employee of IGI. The appointed person will be contracted to provide the services outlined to IGI and will be responsible for ensuring they are registered to operate as a self-employed person and are registered with The Revenue Commissioners for the purpose of paying taxes.

Yours sincerely,

**EurGeol. Cian O'Hora PGeo.
President, IGI**

Company number 314400. Directors: Cian O'Hora, Eoin Wyse, Jon Hunt, Suzanne Tynan



Member of the
European Federation
of Geologists

The Institute of Geologists of Ireland

63 Merrion Square, Dublin, D02 TW21, Ireland
Tel: +353 1 662 4914 e-mail: info@igi.ie web: www.igi.ie



IGI Executive Secretary – Job Specification

1.0 Key Elements/Duties

1.1 Office Administration/Secretarial Duties:

- Respond to routine enquires received from IGI members, other geoscience organisations and members of the public – phone and email
- Maintain membership database and update as required
- Issue call for annual filing of CPD and fees to the membership
- Record and file CPD records
- Record and file fees received
- Post – liaise with office manager in RSAI, 63 Merrion Square, Dublin 2 (IGI postal address) to receive post, distribute as required
- Assist the various committees, working groups and Board Members with their duties
- Process applications for membership received and liaise with and support the Validation Committee in arranging interviews, respond to queries from potential applicants
- Issue certificates of membership to newly elected members, notify them and update the database accordingly
- Provide administration support to a number of associated groups which are chaired by the IGI including the Irish Geoscience Network and Heads of Geoscience Group; co-ordinate the meetings and compile minutes and reports
- Provide administration support in organisation of the IGIs Annual General Meeting, preparation of Annual Report and provide assistance to Board Members in preparation of AGM presentations
- Issue a monthly Office Report to the Board in advance of their monthly Board Meeting
- Assist the Board in meeting the IGI's obligations to the Charities Regulator

1.2 Booking Keeping/Financial Duties:

- Maintain books of accounts on a monthly basis, entering all transactions into an Excel spreadsheet
- Maintain records of bank statements
- Maintain a clear, well structured computer filing system for all files relating to accounting, banking, invoices (payable and receivable)
- Liaise with bank as required
- Complete online banking and PayPal transactions and incorporate same into book keeping procedures
- Record and Lodge cheques received
- Efficiently process all invoices received, payments and follow-up as necessary in a timely manner
- Issue individual membership invoices to the membership each January

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- Maintain soft and hard copies of all invoices, banking, receipts, etc
- Issue a monthly report to the Treasurer prior to Board Meetings and assist Treasurer as required in compilation of annual budgets, checking figures/costs/expenses/income etc
- Prepare accounts spreadsheet for annual Audit, liaise with auditor and furnish required paperwork and respond to queries

1.3 Communications & Social Media Duties:

- Foster and develop communication between the IGI membership and office
- Social media – work with the Board to promote the IGI via various social media channels including Twitter and LinkedIn
- Compile and Issue a weekly Members Bulletin
- Maintain communications databases and mailing lists
- Liaise with webmaster to update content on IGI website as required

1.4 Event Organisation:

- Hire venues as required for events
- Organise catering as required for events
- Provide logistical and administration support for various events e.g. registration, receiving payments, advertising courses, name badges, hand-outs etc
- Arrangements for guest speakers
- Arrange gifts/awards as the Board may specify

2.0 Required Skills:

- The role requires a high level of organisation with the ability to create and maintain a variety of clear and logical filing systems both in hard and soft copy
- The role requires initiative and the ability to work under one's own instruction
- IT skills: proficient in the use of Microsoft Office, proficient use of online banking and money handling systems (i.e. PayPal)
- Accurate and precise recording of data and information, with the ability to prioritise, reproduce or summarise same
- Capable of planning for the requirements of the role, the needs of the Institute and of the Board Members and adjusting those plans accordingly
- A full clean drivers licence
- A knowledge of the geoscience industry and community within Ireland is a definite advantage
- Excellent communication skills
- It is essential that the role is carried out with due regard to confidentiality and discretion

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3.0 Implementation of Role:

- It is anticipated that the role will require a time commitment of approximately 25 hours per month
- There will be some months where the role requires additional hours
- It is in the best interests of the Institute for the Executive Secretary to distribute the required weekly/monthly hours flexibly across the week/month
- It is anticipated that the role will be delivered remotely in a location of the Executive Secretaries choosing (i.e home office) with suitable internet connection available
- The Executive Secretary will be provided with an IGI laptop, printer and various items of stationery required to fulfil the role
- The IGI maintains an office landline number which will be diverted to the mobile of the Executive Secretary
- The Executive Secretary may also be required to store other items for IGI such as promotional materials, conference materials, exhibition stands
- Occasionally it will be necessary to travel to the 63 Merrion Square, Dublin 2 (IGI postal address and meeting rooms) for events
- Travel to other venues for meetings or event delivery will also be required from time to time

3.1 Further Information/Requirements:

- The appointed person will be contracted to provide the above services to the IGI and as such will not be an employee of the IGI
- The appointed person will be responsible for ensuring they are registered with The Irish Revenue Commissioners for the purposes of paying all relevant taxes and that all relevant business/sole trader registration is in place
- The contractor will invoice the IGI for services provided on a monthly basis. The monthly invoice shall be accompanied by a timesheet.
- The contractor shall only invoice for hours worked and recorded.
- The contractor will be paid an hourly rate of €25.