

Internship Position – Administration Support

BirdWatch Ireland carries out a range of research, conservation, policy, education and outreach work focussed on protecting birds, their habitats and wider biodiversity. BirdWatch Ireland is seeking a suitably qualified person to join our administration team who support our work.

The post is an intern position, no salary is available. The position will operate on a part time basis (2-3 days per week subject to negotiation) and flexible arrangements will be considered.

The successful applicant would stand to gain experience in communicating the importance of nature conservation in Ireland and work with a range of stakeholders including BirdWatch Ireland supporters and Branches.

Supervision and instruction will be provided by BirdWatch Ireland. A range of expertise from within the staff, branches and volunteer network of BirdWatch Ireland will also be available to the intern.

Person Specification

BirdWatch Ireland seeks a suitably qualified person who is highly motivated and has an excellent range of office administration, communication skills and attributes to bring to the BirdWatch Ireland Team.

Qualifications: Minimum of Leaving Certificate or equivalent.

Knowledge and experience required: Applicants should be computer proficient and be familiar with MicroSoft Office. Previous experience using Excel, Word and Access will be an advantage. Applicants should have some previous experience in communications with members of the public, which could include some retail experience.

Communication skills: Applicants should have some previous experience in communications with members of the public. The ability to work effectively as part of a busy team and good phone communication skills are key requirements.

Specific tasks and responsibilities

- Phone and internet support, responding to queries from members of the public.
- Administration support for BirdWatch Ireland's retail business, including sales support, accounts support, stock-taking.
- Membership support including enquiries and membership applications.

- Supporting other Head Office administrative tasks at peak times, for example, mail-outs, and appeals.

Remuneration

This is an intern post, and no salary is available. Minimal subsistence will be provided to cover partial travel costs depending on geographical arrangements. Any costs incurred as part of the post requirements will be agreed by line management and subject to the budget available.

How to apply

Please complete the application form available on the BirdWatch Ireland website (www.birdwatchireland.ie). **Please do not send CVs.**

Application forms should be sent:

By e-mail to mkavanagh@birdwatchireland.ie .

Please put "Intern - Administration Support " in the subject box.

or, by post to

BirdWatch Ireland,
Unit 20 Block D,
Bullford Business Campus,
Kilcoole,
Co Wicklow.

Closing date for applications:

Wednesday, 31st August 2016.

It is anticipated that Interviews will be held during the following week.

Any further queries regarding this Internship Position should be directed to Oran O'Sullivan, osullivan@birdwatchireland.ie .