



JOB DESCRIPTION

Job Title: Office Manager

Division:	Administration
Immediate Line Manager:	Finance and Admin Manager
Location:	BirdWatch Ireland HQ, Kilcoole, Co. Wicklow
Vacancy type:	Full time
Start date:	January 2026
Hours:	35 hours per week
Salary:	€35,000 - €42,000 per annum

Background

Established in 1968, BirdWatch Ireland is the largest independent conservation organisation in Ireland with 15,000 members and 25 active branches at county level. Our aim is the conservation of wild birds and their natural habitats and other biodiversity. Our mission, as set out in BirdWatch Ireland's Strategic Plan 2024- 2030, is to be a strong and influential leader for nature conservation in Ireland, one that takes actions based on the latest scientific data and supports and inspires people to get involved in environmental protection. We undertake bird surveys and monitoring, direct conservation action, engage in research and formulate and advocate policies related to the protection and management of birds and biodiversity. We also conduct important education work, manage nature reserves, and raise wider awareness of nature conservation in Ireland.

Description of Role

BirdWatch Ireland is seeking an experienced Office Manager with excellent interpersonal and organisational skills, with line-management and customer service experience. A background in the finance or charity sector would be advantageous.

Main duties and responsibilities

General

- Responsible for the physical office environment and creating a good working environment
- Responsible for all administrative processes at BirdWatch Ireland's Headquarters in Kilcoole and regional offices in Letterkenny and Banagher

Line Management

- Line-manage administration and finance staff
- Management of annual appraisal processes

Financial

- Oversee Accounts Payable and Accounts Receivable

- Oversee debt collection
- Oversee payroll processes
- Be proficient in the use of BirdWatch Ireland's accounts system Microsoft Dynamics GP (Great Plains)
- Manage the annual insurance renewals
- Ensure all physical and electronic filing is kept up to date and stored securely

Human Resources

- Management of staff timesheets
- Management of sickness absence recording, monitoring and reporting
- Management of annual appraisal processes
- Management of recruitment and interview processes for all departments
- Management of employee commencement processes and upkeep of employee records
- Ensure employee contracts are issued and filed securely
- Ensure employee contact forms are up to date and filed securely
- Manage vehicle fleet and maintain employee driver database
- Maintain BirdWatch Ireland's Property Register

Customer Services

- Support Admin team with answering customer and member telephone, written and emailed questions / issues as well as processing membership applications and renewals
- Act as the first point of contact for complaints

Health and Safety

- Working with BirdWatch Ireland's Health and Safety Officer, take responsibility for health and safety in BirdWatch Ireland's offices in Kilcoole, Letterkenny and Banagher

Data protection

- Ensure that all personal, financial and other potentially sensitive data and information is kept confidentially and securely, in accordance with the EU General Data Protection Regulation and Irish data protection law
- Ensuring that personal data is managed and destroyed in accordance with BirdWatch Ireland's data policies

Other

- Provide administrative support to the CEO, Senior Leadership Team and the Board of Trustees
- With the Head of Communications and Development ensure the effective management of BirdWatch Ireland Retail Services

Person Specification

Qualifications

- A relevant qualification essential

Experience

- At least three years' experience in a similar role

Skills and abilities

Essential

- *Excellent office and administration skills*
- *Excellent interpersonal and organisational skills*
- *Excellent verbal and written communication skills*
- *Line management experience*
- *Experience in the financial sector*
- *Skilled in Microsoft Office 365*
- *Good decision-making skills*

Desirable

- *Experience in the charity sector*
- *An interest in birds, conservation and the environment*
- *Project management experience*
- *HR experience*
- *Familiarity with Sage payroll systems*
- *Familiarity with Microsoft Dynamics GP*

Application procedure

Application forms are available from the BirdWatch Ireland website. Completed application forms should be emailed to akelly@birdwatchireland.ie by midday on Wednesday 16th January.

Interviews are likely to be held on 27th January 2026