

AMNESTY INTERNATIONAL IRELAND

JOB TITLE	Recruitment & Training Assistant
DEPARTMENT	Fundraising
REPORTS TO	Senior Acquisition Co-Ordinator
RESPONSIBLE FOR	Recruitment and training needs of the Acquisition team
SALARY	B Grade (€26-€34k)
HOURS PER WEEK	35
PLACE OF WORK	Seán MacBride House, 48 Fleet Street Dublin D02 T883
OTHER BENEFITS	25 paid days annual leave, paid sick leave, contributory pension entitlements with 6% from organisation, paid maternity and paternity leave, flexible working hours, a fun team environment.

Amnesty International is one of the world's leading human rights organizations with over 10 million supporters worldwide. Our mission is to document and take action to prevent serious human rights violations. We are an independent organization and therefore membership support is essential to the global human rights work.

The Recruitment & Training Assistant will be responsible for all the recruitment needs of the Acquisition Dialogue team and the delivery of all induction training, including regular cross-team briefings and updating training and recruitment materials. They will work closely with the Digital Fundraising Officer and Coach to help facilitate a conducive working environment to assist the team in achieving their annual goals as set out in view of the ethical guidelines of the programme.

Main responsibilities will include:

Recruitment & Training

- Working closely with the Digital Fundraising Officer to effectively market all available positions within the Acquisition team to ensure we achieve the overall KPIs associated with the required number of new staff each week/month
- Responsible for the logistics and organisation of group and individual interviews and training days
- Delivering induction training to all new and existing Acquisition team staff
- Assisting the Coach with facilitating campaign briefings on a regular basis
- Coordinating with the Coach to visit fundraising teams and help motivate the team or give additional in-field training to new starters as required
- Keeping abreast of good practice with recruitment and training; and liaising with peers from other Amnesty sections.

Administration

- Assisting in the production and updating of recruitment and training materials for the wider Acquisition team including Fundraisers, Team Leaders, Mentors and Telemarketers
- Supporting the Coach in researching new materials and videos for iPads and campaign briefings

- Working closely with the Admin Assistant to record and monitor project results for the Senior Acquisition Co-Ordinator and Head of Fundraising and submitting evaluation reports to monitor recruitment and training statistics
- Working closely with the Digital Fundraising Officer to ensure new and existing employee documentation and filing is in order.

Other

- Supporting the Co-Ordinator with discipline management by leading on any investigation that is required and compiling the necessary reports in line with our disciplinary procedures
- Liaising with Co-Ordinator to ensure there is always cover for each other's Annual leave and any other periods they are absent
- Any other duties that may be required by Amnesty International Ireland from time to time in addition to or in lieu of the above.

Ideally the successful candidate will have:

Essential:

- Experience of Fundraising (within F2F or more broadly in terms of general fundraising for an NGO or charity)
- Excellent organisational skills and the ability to organise and prioritise own work
- Excellent communication skills, both written and verbal
- Demonstrate the highest standard of professional honesty and integrity, as well as a personal sense of responsibility to act as a role model to new and existing fundraisers
- Ability to communicate complex topics in an accessible and engaging form aimed at different audiences
- Ability to make presentations to large groups of employees
- Ability to take initiative on own area of work, including the ability to suggest new ways of doing things, as well as work as a good team player
- Willing to adopt a proactive approach and a 'can do' attitude
- Ability to manage multiple priorities and work to deadlines
- Ability to establish positive working relationships with colleagues, external contacts and suppliers
- Ability to collaborate and seek input from fundraising colleagues, as well as colleagues from other teams and external stakeholders.
- Willing to adopt a flexible approach to work and working hours, including willingness to undertake evening and weekend work
- Ability and willingness to travel, on occasions
- Excellent IT and administration skills, including Microsoft Office package, websites and working with databases
- Ability to speak and write fluent English
- Interest in and support of the aims of Amnesty International and human rights principles in general.

Desirable:

- Experience of interviewing, recruitment of staff
- Experience of supervising and management of staff or teams
- Experience of using monitoring tools, tracking, analysis and reporting.

The salary for this **full-time permanent position** of 35 hours per week is approximately €26,000- €32,000 per annum, depending upon experience.

Applicants are required to complete the Amnesty International application form and forward it to Agata Senkara, Human Resources Manager, at positions@amnesty.ie.

Please note that CVs will not be accepted.

Application form can be downloaded from our website www.amnesty.ie under 'Work'.

The closing date for applications is 12 noon on the 26th March 2023

Amnesty International is an Equal Opportunities Employer and encourages applications from all sectors of the community.