**CycleUp Textiles Administrator (Part-Time 19.5 Hours)**

**Name of Employer:** Roscommon Women’s Network Co Ltd

**Address of Office:** Riverside Centre, Athleague, County Roscommon

**Job Title:** CycleUp Textiles Administrator

**Reporting relationship:** The CycleUp Textiles Administrator reports to the CycleUp Textiles Manager and is accountable to the RWN Manager and RWN Board as the Employer.

**Purpose of the job:** The overall purpose of this position is to manage the day-to-day administration and sales and marketing activities of CycleUp Textiles social enterprise to ensure efficient administration and the sustainability and growth. To work as part of the CycleUp Textiles and wider RWN team to engage and support the development, capacity building, training and networking of women in the local area.

This role involves general and financial administration and sales support and implementation to support our mission.

**Key Responsibilities**

1. To be accountable to the CycleUp Textiles Manager and RWN manager and participate in regular team meetings.
2. To manage the day-to-day finance administration and general administration involved in running the Social Enterprise.
3. To assist in the implementation of the Sales and Marketing strategy.
4. To support the project to source funding and with fundraising activities.
5. With other team members to network with other community organisations and local agencies to support women’s participation in CycleUp Textiles.

**Financial Administration Duties**

* Liaise directly with the RWN Finance Administrator
* Support with the preparation of annual budgets and day to day financial accounts.
* Responsible for ensuring spending is within profile of expenditure.
* Providing financial reports on day-to-day income & expenditure to the CycleUp Textiles Manager, and to RWN Board of Directors on a monthly basis.
* Keeping management informed about all financial aspects of the project
* Assist with funding applications and fundraising activities.
* Maintaining an up-to-date file of all invoices and receipts for any payments going from the project
* Support the Progression & Skills Coordinator and Production Team Leader with sourcing any quotes / stock required for Community Workshops / Training and Production.

**Sales and Marketing**

* Collaborate and Support the Business Development Coordinator, Cycle Up Textiles Manager and production staff in undertaking sales and marketing tasks.
* As required by the Business Development Coordinator update social media, including CycleUp Textiles Website.
* Assist in the Pop-Up shop or other retail outlet as appropriate.
* Input sales and inventory on the EPOS system on a daily basis.
* Maintain relationships with customers and partners to drive sales growth.
* Support the organisation’s goals around Lean and Continuous Improvement.
* Prepare products for distribution / post.

**General Administration Work:**

* Welcome guests and greet people who visit CycleUp.
* Coordinate front-desk activities, including distributing correspondence and redirecting phone calls.
* Undertake any other tasks to further develop the aims of the project as requested by and agreed with the CycleUp Textiles Manager and in consultation with the RWN Manager.
* Work flexibly as a member of the team.
* Participate in team-building, planning and other organisational training or events as may be required.
* Maintain confidentiality with regard to all aspects of the business of the CycleUp Textiles Social Enterprise and all those involved with the organisation as staff or as members/participants.
* Provide mentoring for CE and TUS workers and any work experience placements as required.

**Engagement**

* To provide advice, information, support and mentoring to women in the area
* To support women’s access and participation in CycleUp Textiles Social Enterprise and other supports and services
* To network with relevant agencies and organisations.

**Qualifications & Skills Required:**

* Qualification and/or previous experience in business administration or a related field would be required.
* Any additional certifications in office management, bookkeeping, or customer service would be desirable.
* Proficiency in Microsoft Office Suite (Word, Excel, Outlook), Social Media Platforms and Website Software.
* Problem-solving skills would support the ability to handle administrative challenges and provide solutions.
* Strong analytical and budgeting skills.
* Attention to detail which ensures accuracy in administrative tasks and documentation.
* Previous experience in volunteering, community development and a compassionate approach to working in a diverse and inclusive team environment.
* Excellent communication and negotiation abilities.
* Commitment to the organisation's mission and goals.

**Other Relevant Information**

**Hours of Work**

* The part-time Administration post is 19.5 hours per week.
* The hours of work will be 9.30am to 1.30pm Monday to Thursday and 9.30am to 1.00pm on Fridays unless otherwise agreed by the CycleUp Textiles Manager and/or RWN Board. Staff may on occasion be asked to be flexible around additional working hours, for which overtime will not be paid but time-off-in-lieu will be granted.
* A six-month probation period will apply with reviews at 3 and 6 months.

**Accountability**

The Administrator will report to the CycleUp Textiles Manager.

**Confidentiality**

The Administrator will observe confidentiality at all times in relation to colleagues, project participants and project business.

**Contract**

The Contract is a twelve-month contract starting as soon as possible and ending on 31st March 2026, subject to funding.

**Salary**

The annual salary is €13,920. Wages will be paid monthly by electronic transfer.

**Holidays**

You are entitled to 25 days leave per annum (pro rata).