



Ecology Centre Co-ordinator

An Tairseach Organic Farm and Ecology Centre in Wicklow Town was founded by the Dominican Sisters in the mid 1990's. The 70-acre organic farm now produces an abundance of organic vegetables, organic beef and pork which we sell in our Farm Shop. The Ecology Centre provides accommodation and venue services, offering conferencing facilities which can be rented by community groups and businesses. We also offer residential sabbaticals, retreats and courses throughout the year.

Role Purpose:

Reporting directly to the Executive Director, the successful candidate will be responsible for the day-to-day administration of the Ecology Centre.

Responsibilities Include:

- Provide a warm welcome to guests visiting the Ecology Centre and provide information as required.
- Liaise with Programme Director to organise and schedule upcoming sabbaticals, retreats and events. Assist with administration tasks for events and courses in An Tairseach.
- Take bookings for retreats, courses, events and conference room usage and manage payments of same.
- Check in guests on arrival at the Ecology Centre for workshops and accommodation stays.
- General office management – ordering office supplies, database upkeep, record keeping, management of all correspondence.
- Lead and take minutes at weekly staff meetings.
- Health & Safety and maintenance record keeping.
- Eco-shop sales, stock control and ordering stock.
- Co-ordination of housekeeping team – rostering, ordering supplies etc.
- Co-ordination of part-time chef and kitchen personnel – rosters, ingredient supplies, ensure record keeping is being completed etc.
- Management of maintenance contracts and regular servicing of Ecology Centre equipment.
- Liaise with Maintenance about repairs and tasks to be performed and report to Executive Director.

Skills & Experience:

- Previous hotel front of house or office centre management experience.
- Strong communication and interpersonal skills.
- Ability to multitask and prioritise effectively.

- Emotional intelligence (judgement, temperament and relationship building skills).
- IT proficient – MS Office.
- Experience of QuickBooks or similar computerised accountancy software.