



We're Hiring - Administration & Operations Assistant

Job Title: Administration & Operations Assistant
Organisation: The Irish Wildlife Trust
Location: IWT Office, Coleraine House, Coleraine Street, Dublin 7, Ireland
Hours: Full time 5 day week post
Salary Rate: €29 - 33,000 per year (rate determined by level of professional experience)
Start date: As soon as possible

Closing date for application: 18:00 on 29 June 2026

About the Irish Wildlife Trust

The Irish Wildlife Trust (IWT) is a non-government organisation and charity founded in 1979. Our vision is an Ireland where wild nature thrives, and society enjoys the benefits of coexisting with diverse, functioning ecosystems. Our mission is to protect and restore biodiversity in Ireland by motivating and supporting people to take action for nature. We achieve this through assertive advocacy, rewilding support, and building empowered communities for nature. We have a small dedicated staff team, a network of volunteer branches and a base of subscribing members across Ireland. You can find more info here <https://iwt.ie/about-us/>

About the Role

The Administration & Operations Assistant is a key role within the organisation, supporting the day to day running of our small but impactful charity. We are seeking a professional with administration experience who enjoys maintaining and improving administrative processes and has a passion for the protection of the natural world. The successful candidate will be responsible for administering our growing membership database, staffing our office and supporting the organisation with various administrative and logistical functions. The key responsibilities of the role will be:

- Lead on administration of membership database
- Lead on day to day office operations
- Support financial administration
- Support the operation of the organisation's IT system

Duties

Membership Administration & Support

- Administer the IWT membership database (data entry, updates, reporting)
- Process new memberships, renewals, and cancellations
- Membership customer support through email and phone
- Seek to improve membership experience

Office Management & Reception

- Ensure smooth day-to-day office functionality
- Coordinate office maintenance and liaise with service providers
- Work from the Dublin office a minimum of 2 day per week
- Manage incoming and outgoing post
- Monitor and respond to phone and shared inboxes (e.g. info@)
- Handle external enquiries professionally and efficiently
- Oversee equipment and supplies procurement and inventory tracking
- Monitor work of an office administration volunteer

Bookkeeping Support & Online Shop Administration

- Support the Head of Finance & Compliance with basic bookkeeping administration such as invoicing and data entry
- Manage a basic online shop via Woocommerce or similar e-commerce platform
- Process shop orders, refunds, and customer queries
- Report on sales performance and issues

IT Support

- Support the maintenance of internal software systems for example CRM, Google Workspace
- Provide support to staff on basic IT issues (specialist IT knowledge not required)
- Support onboarding of new staff to our IT system

IWT Event Support

- Provide logistical support for IWT annual events such as the Annual General Meeting (online) Annual IWT Gathering (in-person)
- Occasionally help out at IWT public facing membership information stands

Skills, Experience & Attributes

Essential:

- A relevant third level qualification
- Demonstrable experience working in an administrative position
- Demonstrable experience working in database management
- Demonstrable organisational, time management and workload prioritisation skills
- You have a passion for the protection of the natural world
- You enjoy working as part of a small dedicated team

- You have strong interpersonal skills
- You are methodical with attention to detail
- You are happy to support other colleagues and our volunteers
- You enjoy using your initiative to improve systems and processes

Desirable:

- Experience of basic financial administration
- Experience working with Google Workspace
- Experience of running a membership database
- Experience working for a charity organisation
- Familiarity with website hosting systems

Conditions of Employment & Hybrid Working

- The successful candidate is required to be resident in Ireland and eligible to work in Ireland.
- This role requires working from the IWT Office 2 days per week, hybrid working is supported for the remaining days. The post-holder will be expected to attend in-person internal meetings at our office as required.
- The IWT office is located in the bustling neighbourhood of Smithfield in Dublin City. It is five minutes walk from the LUAS Green and Red line and close to Heuston train station.
- IWT offers employee training opportunities, company pension contributions, and the bike to work scheme. IWT employees benefit from 25 days a year annual leave (full time equivalent) as well as slow travel time for holidays and company days off (Christmas week and Good Friday).
- The IWT is an equal opportunities employer. We are committed to building an inclusive and supportive environment for all employees.
- A complete list of all terms and conditions and IWT internal policies will be made available to all staff members. For queries about this position or terms of employment email jobs@iwt.ie

How to apply

1. Complete the online application form - [form link](#)
 2. Email your CV and a Cover Letter in pdf format to jobs@iwt.ie
 3. Your cover letter should be a maximum of one page in length. In your letter please outline your motivation for this position and why you feel you have the skills and experience to deliver on the responsibilities and duties of this role.
 4. Please put “Administration & Operations Assistant” in the email subject line.
- Applications for this position must be received by **18:00 on 29 June 2026**
 - Late submissions will not be considered