
Job Title	Office Manager & Clinical Trial Assistant
Reporting to	Executive Director, Human Dignity Foundation
Direct Reports	None
Contract Type	Permanent
Location	Dublin
Date	November 2021
Contact	Sean Coughlan sean@humandignity.foundation 087 806 7840

Background

The Human Dignity Foundation, DS Biopharma and Afimmune, all founded/co-founded by a leading philanthropist and entrepreneur, are three organisations which share a common office space and office management and administration functions in the South County Business Park, Leopardstown, Dublin 18.

The Human Dignity Foundation (HDF) is a private, spenddown philanthropic fund setup to enable children to live with dignity. Its work is founded on the principle that preventing violence against children and protecting and promoting their rights is the first step in enabling them to live safe, fulfilling and dignified lives, specifically by addressing the issue of child sexual exploitation and abuse.

DS Biopharma (DS) and Afimmune (AF) are two separate pharmaceutical drug discovery companies.

HDF currently has a team of 3 employees, DS 4 employees and AF 8 employees.

Job Purpose

To ensure the smooth running of the shared office (HDF, DS & AF) including all office management related tasks. To provide administrative support to DS & AF in the running of clinical trials.

Key Tasks and Responsibilities

- Support the team in the management of grants, including the maintenance of relevant systems and records as well as ensuring all files are complete and up to date
- Support the HDF Executive Director and DS/AF in preparing for monthly meetings with the Chair of the Board and Board Meetings
- Support DS/AF on clinical trial administration tasks
- Assist HDF, DS & AF in day-to-day administrative activities in a timely and accurate manner
- Manage all travel and related bookings for all staff in a cost-effective manner
- Provide reception and phone handling services for HDF, DS & AF
- Recommend changes to internal processes that will improve the efficiency and effectiveness

Person Specification

Experience	<ul style="list-style-type: none">• Experience in office management and administration
Skills	<ul style="list-style-type: none">• Excellent interpersonal and team working skills• Accurate worker with strong numerical skills• Good written and verbal communication skills• Computer literate – strong Excel and Word skills (or equivalent) preferable• Ability to prioritise appropriately• Ability to work under pressure to daily/weekly/monthly deadlines, on own initiative and in a small organisation
Qualities	<ul style="list-style-type: none">• Flexible• Team player• Self-starter• Pro-active• Enjoys working in small team environments• Professional manner

Common values shared across all 3 organisations

- Passion for our work and mission
- Accountability to our founder(s), programme/trial participants and partners
- Innovative, entrepreneurial and dynamic in our approach
- Openness to admitting our mistakes and learning from them
- Excellence in all that we do

Terms & Conditions

- Salary is commensurate with experience
- A comprehensive package will be provided