



**GTS Network Administrator (12 month contract) – Operations Department - Wind Energy Ireland**

**Job Type** – Full-time, 12 month Fixed Term Contract (maternity cover)

**Start Date** – 30<sup>th</sup> September 2024

**Location** – Flexible, Hybrid, some travel to WEI office in Naas. Some regional travel may be required.

**Salary** – Competitive Package

**Reporting to** – Skills Operations Manager

**You are advised to submit your application as soon as possible as we reserve the right to close this post at any time, once we have received sufficient applications.**

**Applications with a one-page cover letter should be emailed to:**

[training@windenergyireland.com](mailto:training@windenergyireland.com)

**Wind Energy Ireland:**

Wind Energy Ireland (WEI) is Ireland's leading renewable energy representative body with over 200 members involved in wind and renewable energy development in Ireland. We represent members with projects across the development spectrum - in operation, under construction, awaiting connection and along the whole supply chain. Our members are involved in over 95% of connected and planned onshore and offshore wind projects in Ireland.

Our primary purpose is to promote the use of wind energy in Ireland, coordinating the work of our members, pooling information and resources. We carry out and commission research to contribute to the development of Government policy on renewable energy and we work closely with statutory bodies and State agencies to support the growth of renewable energy and wind in particular.

Our vision is to lead Ireland to a zero-carbon electricity system by 2035.

**The Candidate:**

The successful candidate will play a pivotal role in the coordination of training activities within Green Tech Skillnet (GTS), the training unit of WEI.

You will be a self-motivated, enthusiastic individual with a keen eye for detail who enjoys working on own initiative and is naturally organised.

**Role Description:**

Green Tech Skillnet (GTS), the training unit of WEI, requires a self-motivated, enthusiastic individual to coordinate the training bookings and data entry of the network, along with working with accounts and facilitating the procurement activity of the network. The role is based in Naas, Co. Kildare, working remotely for the foreseeable future.

Working closely with the Skills Operations Manager, Head of Finance and wider Wind Energy Ireland team along with GTS and Wind Energy Ireland Members, the role is to administrate the timely and efficient delivery of GTS training data, finance information, procurement preparation and compliance requirements.

The role requires an ability to multitask, support the current team and be an advocate of high-quality training, communication, data input and report generation.

**Essential Duties:****Duties will be varied and will include but are not limited to:**

- Assist the Skills Operations Manager with ongoing data capture, procurement preparations and monthly financial reporting.
- Prepare for and assist the Skills Operations Manager and Head of Finance with Audits, Compliance visits, Procurement processes and related tasks.
- Regularly communicating with trainers and member companies to arrange courses and bookings in an efficient manner.
- Accurately track costs associated with all courses: course fees; venue costs; certification etc. to ensure competitive pricing, best value and match funding targets are achieved.
- Managing a shared inbox and addressing or escalating queries as appropriate.
- Management of Skillnet online activity management system, Sonraí, including data entry & quality control to ensure KPIs are met and all information is accurate and up to date.
- Support an application for funding for future graduate development programme.

**Other Duties and Responsibilities:**

- All employees are expected to be flexible and support activities outside their specific role where required.
- Attending conferences, meetings, and industry events.

## **Knowledge/Skills/Experience**

### **Essential:**

- Ability to work well on own initiative or in a team, with an ability to target actions and a commitment to see tasks through to completion within agreed deadlines.
- Time management skills with ability to multi-task and prioritise key objectives on a daily basis.
- Strong organisational skills with a high attention to detail.
- Well-developed interpersonal skills with the ability to build relationships and inspire confidence.
- A team player with excellent communication skills, both written and verbal.
- Prioritise and manage workstrands whilst maintaining a high level of customer service and satisfaction.
- A strong work ethic and willingness to go the extra mile to provide great service, in line with WEI values and our commitment to members.
- Proficiency in MS Office and Excel.

### **Desirable:**

- An aptitude to adapt quickly to unfamiliar systems and procedures.
- A positive attitude towards the work, enthusiasm and willingness to work as part of a cross-functional team.
- 3+ years experience in administration.
- A service minded approach with a strong customer focus in line with WEI values and our commitment to members.

### **Work Environment and Benefits:**

Wind Energy Ireland prides itself on being a good employer, creating a people focused company, developing teams, enhancing roles and supporting its people.

We are committed to a positive progressive culture that facilitates a great work environment.

- WEI's offices are based in Naas, Co. Kildare. We accommodate flexible working arrangements, and staff are required to be available to attend meetings and/or work from the office when needed (typically approx. 4 days per month).
- Staff are also required to be available to attend WEI conferences and policy forums (typically 4-5 events annually).

**Wind Energy Ireland currently provides the following non-salary benefits:**

- WEI offers 23 annual leave days and 4 company days.
- Healthcare scheme provided by VHI following 6 months' service.
- Pension scheme with employer contributions following 6 months' service.
- WEI facilitate and have systems in place to allow for hybrid working and support flexible working.
- WEI have an Employee Assistance Programme available for each staff member.
- WEI operates a competitive sick pay scheme.
- WEI supplies a phone and laptop, along with home office equipment.
- WEI pays mileage at standard civil service rates.