

Marino Institute of Education (MIE)

Inspired by the Christian vision, Marino Institute of Education (MIE) is a teaching, learning and research community committed to promoting inclusion and excellence in education. MIE is an associated college of Trinity College Dublin, The University of Dublin and offers undergraduate and postgraduate programmes in education, including initial teacher education programmes.

The Governing Body invites applications from suitably qualified persons for the position of

Conferencing & Facilities Coordinator (Maternity Cover) Working Days: Tuesday to Saturdays

GENERAL JOB DESCRIPTION Duties and General Terms & Conditions of Employment

1 CANDIDATE PROFILE AND SCOPE OF THE POSITION

Marino Institute of Education (MIE) wishes to appoint a Conferencing & Facilities Coordinator (Maternity Cover) on a specified purpose contract for approximately 15 months. Within a busy Conference Centre that also supports academic functions in MIE. This successful candidate will join a well established and highly motivated team that provides support and services to students, staff and external clients in MIE.

Essential Qualifications & Skills (i.e. those, without which, a candidate would not be able to do the job. Applications that have not clearly demonstrated that candidates possess the essential requirements will not be shortlisted):

In order to be considered for this post, applicants will require:

- a) Excellent administration skills / computer literacy and proficiency with standard computer programmes and packages.
- b) Specific ability with Excel at at least intermediate level is essential.
- c) Excellent interpersonal and customer service skills
- d) Fluency, written and verbal, in English.

Desirable Criteria

- a) Level 8 qualification in Hospitality or Education Organisation an advantage but not essential.
- b) Experience with hotel property managements systems (PMS), an advantage

- c) Some knowledge of facilities issues, an advantage.

Candidates must clearly indicate in their applications how they meet each of these pre-requisites.

2. JOB DESCRIPTION

Reporting Relationship

The appointee is required to carry out the duties attached to the post, under the general direction of the Director of Estates & Conferencing, to whom she/he reports, and to whom he/she is responsible for the performance of these duties in the first instance. The appointee will report through the Head of Department to the Institute President and/or such other MIE officers as the President may designate from time to time.

The reporting relationship may be subject to periodic review, in line with service needs and developments in the Institute.

Duties and Responsibilities

The duties, include the following:

- Allocating rooms to the college timetable and making changes through the term, ensuring best use of rooms – i.e. smart allocations
- Exam room management and allocation in conjunction with the Exams Office
- Booking rooms appropriately and billing clients and staff accurately
- Assisting proactively the Sales Function in Marino Conference Centre
- Maintaining information key to checking and approving departmental invoices
- Communication with other MIE staff
- Communication with other MIE departments
- Communication with some Facilities Suppliers and Contractors, especially our contract catering company with regards to client information and billing
- Maintaining accurate records and files

Duties and Responsibilities specific to the role:

- listening to customer requirements and delivering on them
- maintaining relationships with existing customers in person, via telephone calls and through email
- carrying out the daily Night Run on the property management systems
- reservation taking for Conference Rooms
- issuing confirmations to clients and ensuring we have all required information before bookings are confirmed
- ensuring deposits are received in accordance with MIE policies
- receiving payments and handling them correctly
- billing monthly for Institute departments catering usage
- liaising with the catering contractor and double checking monthly invoices
- chasing debtors and issuing statements

- liaising with facilities suppliers and contractors in conjunction with other team members
- negotiating within guidelines to secure new business
- gathering market and customer information for use in sales reports
- recording information daily/weekly/monthly
- booking adhoc requirements as available for lecturers and tutors of MIE
- participating in client functions to ensure their success
- contributing to general MIE events
- assist the Director of Estates & Conferencing, along with the Head of Buildings and H&S, with planned facilities works and developments

It should be noted that in each work area/department within the Institute, the appointee must work as part of a team. Although duties pertaining to the post are broadly defined under the various headings as listed, the list of duties is not exhaustive. The appointee will be required to function in a flexible and collegial manner. MIE retains the right to assign new duties and/or to re-assign staff to other areas of the Institute, in response to service needs.

3. APPLICATION, SELECTION PROCESS AND OTHER GENERAL INFORMATION.

Method of Selection for Recommendation

A shortlisting of applicants will occur which will be based on the applicant's qualifications, suitability and relevant work experience as detailed in the application. It is the responsibility of the applicant to ensure that all relevant information is included in their application and that they clearly identify how they meet the specified candidate criteria.

Interview will be by interview panel consisting of not fewer than 3 persons, and will comprise of the most suitable and qualified people to assess applicants in the discipline. All appointments to employment at MIE are made by the Governing Body. The interview panel's recommendations for appointment of successful applicants for all posts will be submitted to the MIE Governing Body for their consideration and decision.

Candidates must produce satisfactory documentary evidence of all training and experience claimed by them, if required.

Probationary Period

The appointment is subject to satisfactory completion of a 3-month probationary period. The probationary period may be extended at the discretion of the Institute but will not in any case exceed 4 months. Absences during the period of probation will extend the probationary period. Performance and conduct during the probationary period will be monitored through a process of assessment meetings. Termination of employment during the probationary period will be at the discretion of the Institute. An abridged version of the disciplinary procedure will apply to employees on probation.

Garda Vetting

All successful applicants may be required to participate in Garda vetting. Specific instruction on this process will be given at the appropriate time. Applicants who do not comply with the Institute's requirements in this regard will be excluded from consideration for appointment.

Salary

The current annual salary scale; €27,264- €39,750 (12 Point Scale)

Making of Applications

Application by Cover letter and CV only (no special application forms are supplied), preferably by email to careers@mie.ie or by post to:

The Human Resources Office
Marino Institute of Education
Griffith Avenue
Dublin 9.

Completed applications must be received by 5.00pm on Friday 03 May 2024. Late applications will not be accepted.

The Institute will not be responsible for any expenses, including travelling expenses, which candidates may incur in connection with their candidature.

Marino Institute of Education is an equal opportunities employer.