

## JOB DESCRIPTION

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| <b><u>Job Title:</u></b>      | <b>Insurance and Health &amp; Safety Administrator</b> |
| <b><u>Project:</u></b>        | Administration Team, Cork                              |
| <b><u>Contract Type:</u></b>  | Ongoing, subject to funding                            |
| <b><u>Responsible to:</u></b> | Insurance and Health & Safety Manager                  |
| <b><u>Base:</u></b>           | Cork City, exact location TBC                          |
| <b><u>Hours:</u></b>          | 35 hours per week                                      |

### **ABOUT FORÓIGE**

Foróige is an independent, non-profit national voluntary youth organisation engaged in out-of-school youth development and education. The organisation aims to enable young people to involve themselves consciously and actively in their own development and the development of society.

Foróige employs over 600 staff and involves thousands of volunteers in the creation and delivery of high quality services to young people through the operation of over 600 Foróige Clubs, the Big Brother Big Sister Programme and over 140 General Youth Services and Special Projects. These community-based and community-supported initiatives are run throughout the country, in rural and urban environments, and generally in partnership with various voluntary and statutory agencies.

The organisation is a registered charity and is supported by a combination of statutory, philanthropic and corporate funding. Foróige is an equal opportunity employer and is committed to a policy of Equality of Opportunity in its employment practices.

### **ROLE INFORMATION**

The **Insurance and Health & Safety Administrator** will provide day-to-day support to local regions on all matters pertaining to insurance and Health & Safety throughout Foróige. This includes reviewing policies, overseeing activities, checking third-party insurance, and managing claims from start to finish. The role will also involve developing guidance documents for various projects and clubs regarding insurance coverage, including motor fleet insurance.

### **KEY RESPONSIBILITIES**

The duties of the **Insurance and Health & Safety Administrator** in carrying out any functions, which may be involved in or arise out of the appointment, shall be as notified by the Manager, the board of Foróige and/or its Chief Executive. These duties will include but are not limited to:

- **Insurance**
  - Provide exceptional service and advice to regions and the club network.
  - Achieve quick and fair settlements of all claims, acting in the best interest of Foróige.
  - Supply insurers with all necessary documentation and information for claim settlements.
  - Develop an understanding of the insurance exposures and requirements of our club network and regions.

- Arrange up-to-date claims experience for renewal and claims meetings with our brokers, attending meetings as appropriate.
  - Keep the Line Manager informed of all large and/or contentious insurance matters and claims, as well as any arising issues.
  - Attain and develop industry knowledge and skills to enhance support for our club
  - network and projects.
  - Understand the legal issues and processes involved in handling Foróige claims and enquiries
  - Prepare claims reports, and management information as directed.
  - Support and provide guidance on moderately complex job functions to less experienced colleagues as needed to develop department resources.
  - Assisting with Company Insurance Renewals
- **Health & Safety**
    - To deal first hand with general health & safety enquiries e.g. telephone and emails, liaising with other staff as necessary, and advising accordingly.
    - To be responsible for recording and acknowledging any health & safety queries or concerns, tracking and monitoring progress against actions.
    - To create health & safety reports as required.
    - To maintain information in a confidential manner, adhering to GDPR.
    - Keep up to date with all aspects of relevant health, safety and welfare at work legislation and communicate relevant changes.
    - Ensuring the ongoing implementation of the fundamental purpose and philosophy of Foróige
    - Any such other relevant duties as the board of Foróige and/or the Chief Executive or the nominee of the Chief Executive shall deem necessary.

#### **PROFESSIONAL QUALIFICATIONS AND EXPERIENCE** (E= Essential, D= Desirable)

- Education to National Diploma or Degree standard in a relevant area (E)
- A minimum of 1 years of claims insurance/Health & Safety experience. (D)
- Experience in Employers Liability (EL) and Public Liability (PL) is essential (E)
- Experience of working under pressure and meeting tight deadlines. (E)
- Experience of improving efficiency, accuracy, and analysis, and suggest ways for improvement. (E)
- Strong knowledge and experience in use of Excel; Proficient in Microsoft Word and PowerPoint (E)
- Certification in Excel or related discipline (D)
- Experience in use of systems and databases to support their roles (D)

#### **PERSON SPECIFICATION** (all **Essential** requirements)

- Ability to build and maintain effective working **relationships**.
- Good **interpersonal skills**, including ability to liaise with a wide range of contacts.
- Ability to **plan and organise** a varied and busy workload, including handling conflicting priorities and meeting deadlines, with high levels of accuracy and attention to detail.

- Ability to be **proactive**, use own initiative and work effectively within a pressurised environment.
- Positive and flexible approach to working as part of a **team**.
- Good written and verbal **communications skills**, including ability to draft summary information and correspondence.
- Ability to follow **organisations guidelines and processes**.
- Good computer and **technology skills**
- Understanding of, and commitment to, principles of **confidentiality**
- Ability to exercise effective **judgment**, sensitivity, creativity to changing needs and situations.

#### **REQUIREMENTS OF ALL FORÓIGE STAFF** (all **Essential** requirements)

- Commitment to the purpose of Foróige and to work within the values, policies and procedures of the organisation
- To act consistently in a professional manner at all times
- To participate in regular supervision with your line manager
- Flexibility in relation to hours of work to meet the needs of the work. Work during unsocial hours may be required.
- Identify training needs with your line manager and participate in training opportunities appropriate to the role
- To undertake other duties as may be requested by the board of Foróige and /or the Chief Executive Officer of Foróige or their nominee from time to time

#### **ADDITIONAL CONSIDERATIONS FOR THE ROLE**

- Funding:** It must be understood that if the funding for the post is discontinued the post holder's contract may be terminated.
- Medical:** The successful candidate may be required to complete a medical questionnaire / undergo a pre-employment medical.
- Garda vetting:** As our work involves contact with young people, candidates under consideration for employment in Foróige will be subject to Garda vetting.
- Annual Leave:** The Insurance and Health & Safety Administrator will be entitled to 29 days annual leave pro rata plus public holidays. The needs of the job must be considered when applying to take this leave.
- Hours of work:** This is a Full Time position and will be expected to work a minimum of **35** hours per week. Please note this position will require flexibility in relation to working hours.
- Salary:** The salary for this position will be as per the Foróige Support Services salary scale per annum pro-rated €34,250, €35,807, €37,367, €38,925, €40,486, €42,048, €43,610, €45,941, €48,270, €51,457.
- Travel:** This post will involve domestic travel within Ireland and occasional meetings. Travel and expenses will be paid in accordance with appropriate Foróige rates.
- Applications:** Applications should be made by way of CV and Cover Letter and sent by email to [recruitment@foroige.ie](mailto:recruitment@foroige.ie)