



Job Description

Position Title: Officer

Salary Grade: Voluntary role.

Location: Remotely Based

The IRMS is committed to diversity and equality of opportunity for all and is opposed to any form of less favourable treatment and harassment on the grounds of race, religious beliefs, creed, colour, nationality, ethnic or national origins, gender, marital status, parental status, age, sexual orientation or disability.

Position Responsibilities:

Effective administration of the IRMS Executive and its Membership are key priorities for the IRMS. In addition to the duties prescribed in the IRMS Constitution, the Officer shall support the society in a specific area of focus as defined by the IRMS Executive.

An Officer shall be appointed annually by the IRMS Executive. Officers are not members of the IRMS Executive.

As a non-member of the Executive Committee the post holder shall attend formal meetings of the Executive Committee upon by the Committee invitation only. If the Officer misses three invited meetings consecutively without providing apologies and their reasons to the Executive Committee they may be removed from their post by the Executive Committee.

Duties:

- Act as supporting officer to the IRMS Executive Committee and support the IRMS in its various initiatives and projects.
- Be a key contact person for the IRMS in supporting and development of membership of the IRMS.
- Participation in monthly conference calls with the IRMS Executive and attend quarterly IRMS Executive meetings where invited.
- Report to and support a designated Executive Member in their areas of responsibility.
- Be involved in specific areas of the IRMS including being part of working groups of Executive members and others to deliver set objectives and report on progress
- Represent the IRMS and its members to any 3rd parties that the IRMS wishes to liaise with, including attendance at any 3rd party conferences or events.
- Attendance at the annual IRMS conference including attendance at the AGM.

Person Specification:

Essential:

- Membership of the IRMS and have knowledge of the workings and services that the IRMS offers.
- Excellent organisation, prioritisation and time management skills with the ability to work to tight deadlines.
- Proven project management skills.
- Excellent written and verbal communication skills across all levels of the organisation
- Knowledge of IT processes e.g. MS Office Suite.
- PC literate, including knowledge of various eTools including Forums, Wikis and social media.
- To understand what the expectations are of IRMS members and to ensure this is consistently incorporated into the role as appropriate

Desirable:

- Knowledge of a range of membership applications, their content and purpose
- Desire to learn and apply knowledge
- Flexible attitude in approach and methods of working.
- Inclusive and experience in leading and inspiring others.