

## Premier Lotteries Ireland

<b>Job Title</b>	Good Causes Awards Administrator
<b>Department</b>	Marketing
<b>Reporting to</b>	Head of Corporate Affairs
<b>Date completed/updated</b>	February 2024

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### Basic Function and Purpose of this Role

The Good Causes Awards, now in its sixth year, are aimed at honouring the inspiring work being done in communities all over Ireland thanks to National Lottery Good Cause funding.

The 2024 Good Causes Awards will launch on Friday 1<sup>st</sup> March where applications will be open to all beneficiaries who have received National Lottery funding in the past 5 years.

An administrator is required to help support the PR and Corporate Comms Specialist to drive applications for the awards as well as assist with general enquiries about the awards from our Good Cause beneficiaries.

### The Role Requirements:

From list of eligible beneficiaries, develop and activate a direct communications plan that informs them of the Awards and the application process and to ensure applications are made by closing date.

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### Responsibilities of the Job-Holder

#### Main Tasks

- Drive awareness of application stage of Good Causes Awards amongst a range of beneficiaries.
- Manage and continuously update spreadsheet to keep account of all communications
- Source contact details where they are not available.
- Monitor the [goodcausesawards@lottery.ie](mailto:goodcausesawards@lottery.ie) email account and respond to any queries that may arise
- Manage and respond to any queries that may arise through the online application process.
- A telephone script and email template will be provided.

### Qualifications

N/A

**Relevant Experience**

3 – 5 years' experience in customer service roles, administration / project management roles.

**Technical Skills**

Efficient in MS Office incl. Excel and Outlook

**Key Competencies**

Excellent written and verbal communicator  
Organisational skills

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**Working Relationships**

Internal	PR & Corporate Affairs, Marketing teams
External	Good Cause Beneficiaries

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