

Job Title	Administrator, Grant Applications
Grade	Level C
Department	Grants & Financial Operations
Division	People and Transformation
Reporting to	Grant Applications Manager
Location	East Point
Ref	EI.081.25E
Closing Date	Monday 30th June 2025

Applicants must have the legal right to live and work and be available to work in the location

Role Purpose

The role of the Administrator, Grant Applications will be to process online and/or offline applications from EI clients in a timely manner. The person appointed to this role will be responsible for reviewing and verifying that the approved proposal is consistent and compliant with the application, the offer and relevant EI policies and grant applications procedures. Once verified, the Grant Applications Administrator will create and issue Letters of Offer which form the legal basis of contracts between clients and Enterprise Ireland.

Key Deliverables

- Administer the full Enterprise Ireland (EI) grant applications process from receipt of application to drafting/acceptance of Letters of Offer.
- Administer relevant EI online and offline applications systems in an efficient manner.
- Represent clients' grant applications via participation at relevant pre-approval Committee meetings in relation to proposals.
- Issue Letters of Offer and other relevant legal documentation to successful applicants in an accurate and timely manner.
- Work closely with sectoral and other colleagues in the organisation to advise and support them in progressing applications for grant support, addressing a wide range of grant related issues.
- Ensure that existing processes and systems are continuously reviewed to improve efficiencies.
- Respond effectively to all set targets and priorities.
- Undertake other projects, assignments across the Grant management team from time to time.

Functional Competencies (Key Skills & Knowledge)

- Demonstrable experience in a regulatory environment of administering and processing information/data/figures methodically and accurately is essential.
- Demonstrated capacity to comprehend complex information and data for onward dissemination and ability to communicate it clearly and effectively, orally and in writing, is essential.
- Experience of managing and prioritising multiple tasks to meet challenging deadlines, coupled with strong attention to detail is essential
- Experience of working within a team to achieve shared goals, objectives and targets.

- Sound judgement and professionalism in decision making.
- Ability to develop strong and mutually beneficial working relationships with stakeholders.
- Experience of delivering an expert and efficient service to stakeholders.
- A sound knowledge and understanding of EI's financial and other relevant supports.
- Experience of working with MS Office packages e.g. Outlook, Word and Excel coupled with an ability to learn new technologies and use EI's specific software applications and systems.

Enterprise Ireland Behavioural Competencies

Results Focused

The ability to be outcome and results focused with regard to business priorities and organisational goals, monitoring progress and adjusting approach ensuring delivery against the appropriate timescales.

Innovation and Risk-Taking

Actively encourages new ideas, experimentation and measured risk-taking, while always being on the lookout for opportunities to continuously improve business processes and efficiencies within Enterprise Ireland and client organisations.

Problem Solving and Decision-Making

The ability to be decisive and take tough decisions about clients, people and costs to deliver sustainable results, using the analysis of information and situations to make logical and sound decisions.

Client Focused

The ability to provide an excellent client service focusing on client needs and building and maintaining effective personal and business relationships to advance clients' objectives and EI strategy.

Communicating with Impact to Influence Others

Communicates in a manner that will persuade, convince and influence their own staff and others, both internally and externally, in order to motivate, inspire or encourage them to follow a particular course of action.

Teamworking

Co-operates with colleagues, shares information and respects the opinions and values of staff members. Understands the skills, experience and knowledge of staff members and maximises how these can be utilised to the benefit of the department, the organisation and the client.

Embracing & Leading Change

Understands the business agenda of Enterprise Ireland and embraces changes for area of responsibility and for external and internal clients.

Networking

Establishes and maintains mutually beneficial relationships with colleagues and other networks for the purpose of sharing information.

Acting / Leading with Integrity

Communicates the EI purpose, values and approach, acting genuinely and with integrity, in a manner that builds trust and engages and motivates others

Developing Yourself & Others

Creates an environment that enables you and others to excel in terms of job performance.

Salary Scale:**€31,233 to €57,445 per annum contributory superannuation**

Rising to €59,318 by long service increments.

€29,953 to €54,719 per annum non-contributory superannuation

Rising to €56,483 by long service increments.

Candidates should note that entry will be at the minimum of the relevant scale and the rate of remuneration may be adjusted from time to time in line with Government pay policy. Subject to satisfactory performance, increments may be payable in line with current Government Policy.

**** Point of entry on this salary scale may differ from the minimum point of the scale if the successful candidate is a current public or civil servant. ****

Application and Selection Process

The selection process may include short-listing of candidates. The selection criteria will be based on the requirements of the position. It is therefore important that you provide a detailed and accurate account of where you believe your skills and experience meet the requirements for the position. This should be contained in a short document (maximum 2 pages) accompanying your CV. Applicants are not required to complete the standard application form.

Applicants should note that, for shortlisting purposes in particular, clear evidence of the functional competency requirements listed as essential in this specification must be demonstrated as part of your supporting document accompanying your CV.

To apply for the position, send a detailed CV and supporting document quoting reference number **EI.081.25E** to hrconnect@enterprise-ireland.com to be received **no later than Monday 30th June 2025**.

N.B. All correspondence will be acknowledged in writing by the HR Department within 3 working days. Applicants who do not receive an acknowledgement within 3 working days should contact hrconnect@enterprise-ireland.com

ISSUED BY HR DEPARTMENT, ENTERPRISE IRELAND ON FRIDAY 6th JUNE 2025

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