



Dogs Trust Ireland

Job Title:	Business Manager 1 Year Fixed Term Contract
Reporting to:	CEO
Dogs Trust Grade:	X E / D TBC
Location:	Dublin Office/Hybrid

Job Purpose

The Business Manager supports the Chief Executive Officer and Senior Leadership Team by improving organisational effectiveness and building modern business management capability across Dogs Trust Ireland. The role combines executive support, governance support, business coordination, project administration and organisational improvement, enabling leaders to focus on strategic priorities. The postholder will help develop consistent administrative standards, strengthen planning and reporting, and prepare the organisation to adopt emerging technologies and more efficient ways of working as capability develops.

Overview of the organisation

Dogs Trust Ireland is Ireland's largest dog welfare charity, working to improve the lives of dogs and the people who care for them. Our work spans dog welfare and rehoming, education and prevention, advocacy, community engagement and support for dog owners, with the aim of creating a better future for dogs across Ireland.

Dogs Trust Ireland is a growing and evolving organisation, with teams working across a broad range of operational, professional and support functions. Effective coordination, governance, planning and communication are therefore essential to ensuring that our people and resources are aligned with our strategic priorities.

The Business Manager works at the centre of the organisation, supporting the Chief Executive Officer and Senior Leadership Team and acting as an important link between leadership, the Board and teams across Dogs Trust Ireland. The role helps ensure that priorities are effectively coordinated, decisions and actions are followed through, and leaders have the information, systems and business support they need to operate effectively.

As Dogs Trust Ireland continues to develop, the Business Manager will also play an important role in strengthening organisational ways of working, improving administrative consistency and supporting the adoption of digital tools, technology and more efficient business practices.

Key areas of accountability

Provide high-quality business management support to the Chief Executive Officer, including diary management, meeting preparation, correspondence and follow-up actions.

Own and develop business support for the Senior Leadership Team, including agendas, papers, action tracking, reporting and governance administration.

Prepare and collate reports, presentations, dashboards and papers, synthesising information from across the organisation into clear, accessible formats.

Plan, coordinate and facilitate internal and external meetings, workshops and events, ensuring venues, facilities, catering, travel, room layouts, technology and note-taking arrangements are delivered to a high standard.
Be the central coordinator for executive visits, partner meetings and stakeholder events, ensuring a professional and seamless experience.
Support effective information flow across the organisation, helping prioritise actions and ensuring decisions are followed through.
Develop and continuously improve administrative systems, templates and ways of working that increase organisational effectiveness and consistency.
Serve as key conduit of information to and from Dogs Trust Ireland Board and Executive, and between Dogs Trust Ireland Executive and Dogs Trust wider group Executive.
<i>Desirable skills, qualifications, experience, and attributes</i>
Previous experience supporting a senior leader or leadership team in a Business Manager, Executive Assistant, Personal Assistant, Project Coordinator or similar role.
Excellent organisational, planning and project coordination skills, with the ability to manage multiple priorities and work independently.
Exceptional written communication skills, including preparing reports, presentations and executive briefings.
Strong Microsoft 365 skills, particularly Outlook, Word, Excel and PowerPoint, with confidence presenting information clearly and professionally.
An interest in digital tools and technology, continuous improvement and modern ways of working, with the curiosity and confidence to help the organisation build capability over time.
Excellent judgement, discretion and ability to manage confidential information.
People-centred, proactive, calm under pressure and committed to providing outstanding internal service.

Additional information
This role is based at our Dublin Head Office in Finglas, but will be on a hybrid basis.
Post holder will be required to travel to Head office located within the Dublin centre, as well as other locations around Ireland for various meetings, so a full Irish driving licence with access to own transport is essential.

Updated: September 2026