

## **Offaly Volunteer Centre: Programme Administrator (Part Time)** **(<https://www.activelink.ie/node/108769>)**



### **Programme Administrator**

**Job Title:** Programme Administrator

**Hours:** 21 hours per week/flexible

**Reporting to:** Offaly Volunteer Centre Manager

**Location of Post:** Offaly Volunteer Centre, Bury Quay, Tullamore, Co. Offaly R35Y5V0

### **Role:**

- Support the work of the Manager and Volunteer Centre Team.
- Ensure the upkeep of the database of registered Volunteers and Organisations on our system (IVOL)
- Be present in the office during the working time allocated to meet visitors and advise on their queries
- Prepare the Quality Standards Framework online, in consultation with the Manager
- Prepare paperwork for meetings with Board and Sub committees

### **Skills**

#### **The successful candidate must have the skills to**

1. Manage schedules, arrange meetings, and events.
2. Establish and maintain effective systems.
3. Have a working knowledge of Sales Force
4. Update and manage information systems.
5. Assist with projects and administrative tasks.
6. Maintain organised records and filing.
7. Provide reception coverage
8. Uphold safety and organisational values.

### **Requirements:**

- Minimum 2 years administration experience
- Administration experience in Salesforce or similar
- Strong communication skills.
- Data protection knowledge.
- Professional discretion and confidentiality.

### **Hours & Remuneration:**

The hours will be 21 hours per week and days will be agreed with the Manager.

Hours/Days may differ week-to-week, with 42 hours per fortnight being the allocation to the successful candidate. Some out-of-office hours may be required to attend meetings or events. These activities but will fall within the prescribed allocation of

hours and may also include Saturday and or Sundays.

Remuneration will be at €14 per hour & this will be subject to funding from the Department of Rural and Community Development

You will ultimately be responsible to the Manager and work with the team in areas both in the office environment and externally where and when required.

The position will be in the offices of Offaly Volunteer Centre, Bury, Quay, Tullamore.

**Please return your application with a covering letter and up to date CV to [deirdre@volunteeroffaly.ie](mailto:deirdre@volunteeroffaly.ie) (mailto:deirdre@volunteeroffaly.ie) by close of business 5p.m. Thursday 27th June 2024**

**Late applications will NOT be accepted under any circumstances.**



**An Roinn Forbartha  
Tuaithe agus Pobail**  
Department of Rural and  
Community Development

**Region**

Tullamore, Co Offaly

**Date Entered/Updated**

6th Jun, 2024

**Expiry Date**

27th Jun, 2024

---

**Source URL:** <https://www.activelink.ie/vacancies/community/108769-offaly-volunteer-centre-programme-administrator-part-time>