

Nano Nagle Place: Project Support & Admin Coordinator **(<https://www.activelink.ie/node/108901>)**



Project Support & Admin Coordinator

About Nano Nagle Place

Nano Nagle Place is a vibrant, welcoming place of living heritage where the energy of Nano can be experienced and where the educational, community inclusion and spiritual vision of the Presentation Sisters is made real. Nano Nagle Place is located in the heart of Cork City and includes the community and social justice projects of Cork Migrant Centre and The Lantern Project.

About the role

Reporting to the Finance & Admin Manager, the role of **Project Support & Admin Coordinator** will appeal to candidates who are highly organised, empathetic, and passionate about making a difference. This exciting position is office-based and will play a key role in the coordination and administration of Nano Nagle Place projects, including Cork Migrant Centre and The Lantern Project.

Responsibilities include:

- Administrative support to the Finance & Admin Manager and other members of the Nano Nagle Place Executive Leadership Team
- Administrative support with grants, petty cash management, office administration and reception
- Coordination of the migrant drop-in centre to provide information relating to education, employment & family supports and understanding the barriers to integration that exist for some migrants
- Recruitment, coordination and supervision of volunteers supporting English language classes, weekly Mother & Toddler group, and other volunteer activities across the organisation.
- Scheduling and coordination of community education classes, education tutors and volunteers
- Events planning and logistics including events-related purchasing
- Engage with senior management on governance and compliance-related initiatives, as required
- Attend and contribute to meetings and events as required
- Keep up to date with relevant developments across the charity sector
- Any other duties that may reasonably be required from time to time consistent with the general level of responsibility of the role

About You

- Minimum of 2 years' experience in an administrative role (Community and/or Voluntary sector experience an advantage)
- Understanding of services available to migrants in Ireland or willingness to develop same
- Relevant third level qualification an advantage
- Proficiency in MS Office suite
- Proven ability to develop and manage stakeholder relationships
- Excellent organisational skills and solutions-focused
- Ability to manage multiple projects, deliver results on time and maintain high standards
- Understanding of Data Protection and GDPR

Benefits

- Full-Time, 37.5 hours per week
- €28,860 p.a.
- Contributory pension of 4%
- 24 days holidays
- Bike or Bus to work scheme
- Employee Assistance Programme

Equal opportunities

Nano Nagle Place is an equal-opportunities employer and actively encourages applications from all sections of the community.

To be considered for this position, please send a cover letter and an up-to-date CV to clodaghodonovan@advancehr.ie (<mailto:clodaghodonovan@advancehr.ie>)

2022 MUSEUM PRIZE
PRIX DU MUSÉE



Region

Cork

Date Entered/Updated

12th Jun, 2024

Expiry Date

12th Aug, 2024

Source URL: <https://www.activelink.ie/vacancies/community/108901-nano-nagle-place-project-support-admin-coordinator>