

Restorative Justice Services: Administrative Officer (Part Time) **(<https://www.activelink.ie/node/108914>)**



About RJS

RJS is a registered charity that works restoratively with people affected by crime.

In partnership with our stakeholders, we offer restorative programmes that focus on meeting the needs of victims of crime whilst challenging the behaviour of those who offend.

(Note: RJS is a Restorative Justice organisation; it does not provide legal advice to its participants.)

Role

Restorative Justice Services is seeking a **part-time Administrative Officer** to join its Team. The administrative officer role is based onsite in our Office in Marshalsea Court, Dublin 8, however, travel will be associated with this post.

This is currently a permanent post for 20 hrs per week, however, there will be a requirement for 25 hrs per week from the commencement date of employment to 31st December 2024 and thereafter the position may revert to 20 hours per week.

Duties and Responsibilities (See full Job Description)

- Reception and general office management duties
- Administration duties
- Service delivery support
- Website and social media administration
- Referral and Case related administration duties

Note: The duties listed in the job description are not exhaustive and you may be expected to perform other duties as are reasonable in the course of your work with Restorative Justice Services.

Person Specification (See full Person Specification)

Essential

- **Ability to work on-site 25h/week – Monday to Thursday**
- **Leaving Certificate or equivalent recognised in Ireland**
- **3 to 5 years with similar responsibilities in a busy office environment**
- Excellent command of the English language both written and oral
- Excellent knowledge and understanding of general office administrative duties.
- Excellent I.T proficiency, including Office, Microsoft Teams and CRM/Database. High level of Excel and CRM/Database skills are requirement of the role.
- Excellent interpersonal and organisational skills.
- Experience in engaging with various stakeholders, including members of the public, statutory and non- statutory organisations.

Benefits in working with Restorative Justice Services

- 27 Annual Leave Days (pro-rata)
- 2 Organisation Days (At Christmas and Easter)
- Sick Leave scheme

- Employment Assistance Programme
- Commuter Tax Travel Savers Ticket
- Pension

To apply

- Send a copy of **CV and a cover letter** to recruitment@rjs.ie (<mailto:recruitment@rjs.ie>) by close of business **Thursday 27th of June 2024**. Applications received after the deadline will not be considered.
- Please mention "Administrative Officer" in the subject line of your email.
- **In-person interviews will take place on July 8th, 2024**

Selection Process

- Selection will involve short-listing of applicants for interviews based on cover letters and CVs submitted. The short-listing selection criteria are based on the requirements of the job as outlined in this job description. Only short-listed applicants will be contacted.
- The post will be subject to Garda Vetting.
- Canvassing will disqualify.
- RJS may form a panel from which future vacancies may be filled.

Restorative Justice Services is an equal opportunities employer

Region

Dublin 8

Date Entered/Updated

13th Jun, 2024

Expiry Date

27th Jun, 2024

Attachment

Size

[Administrative Officer- RJS - June 2024.docx](#)

2.49 MB

Source URL: <https://www.activelink.ie/vacancies/civil-liberties-human-rights/108914-restorative-justice-services-administrative-officer-part-time>