

Circle Voluntary Housing Association: Development Team Administrator (<https://www.activelink.ie/node/108941>)



The role:

The purpose of the role of the Development Team Administrator is to provide comprehensive administrative support to the New Business and Development Department, including assistance in the preparation of financial applications. The role is also responsible for ensuring the effective management of internal and external documentation. The postholder will also require a flexible approach to the role and will work as part of a team delivering a professional service to both internal and external stakeholders.

Please see full Job Description attached below.

Location: Hybrid working , with office and national site attendance, if required

Reporting to: Development Admin Team Lead

Contract: Permanent, Subject to a six month probationary period

Salary Range: 35,800 – 36,874 per annum, starting pay dependent on experience

Hours: 37.5 hrs hours per week over 5 days

Leave: 26 days

Pension: Available on completion of probation

Travel: The post requires a valid driving license and the use of a car for business purposes.
Expenses policy applicable

Head Office: Phoenix House, Castle Street, Dublin 2

To Apply:

Please send your CV and accompanying covering letter to recruit@circlevha.ie (<mailto:recruit@circlevha.ie>) by the closing date.

Closing Date: 29th June 2024

Interviews: Final interviews are anticipated to take place W/C 8th July 2024

Region
Hybrid

Date Entered/Updated
14th Jun, 2024

Expiry Date
29th Jun, 2024

Attachment	Size
<u>Team Administrator - Development.pdf</u>	488.42 KB

Source URL: <https://www.activelink.ie/vacancies/community/108941-circle-voluntary-housing-association-development-team-administrator>