

## **Women's Collective Ireland: Clare Project Worker (Part Time)** **(<https://www.activelink.ie/node/109102>)**



**Women's Collective Ireland are recruiting for the following position:**

### **WCI Clare Project Worker** **(Part-Time – 17.5 hours per week)**

**based at WCI Clare offices Clon Road Business Park, Ennis, Co. Clare, V95 R8YT**

**This position offers an opportunity to work in a feminist community development project that supports women's equality and women's well-being.**

**Employed by the WCI Board of Management, the Project Worker is responsible for carrying out the day-to-day administration of the WCI Clare office, including the responsibility for the preparation and administration of finances, periodic returns, annual budgets, and financial reporting.**

#### **The successful candidate will have:**

- A minimum of 2 years' relevant financial experience
- A relevant financial administration qualification or equivalent
- Excellent communication, administration and report writing skills.
- Proficiency in Microsoft Word, Excel, and PowerPoint
- Excellent organisation and communication skills.
- The ability to outreach and engage with women in the local area.
- The ability to promote WCI Clare
- The ability to work as part of a team.

#### **Benefit Package working with Women's Collective Ireland are:**

- Access to a Pension Plan (following completion of probation period)
- Access to VHI Employee Assistance Programme
- 25 days annual leave (pro rata)
- 2 additional agency days per annum

The salary for the post is based on the starting point of WCI Project Worker Salary Scale - €28,081 (pro rata)

To request an application form please contact: Laura Maloney at [-recruitment@womenscollective.ie](mailto:recruitment@womenscollective.ie)  
(<mailto:recruitment@womenscollective.ie>)

**Applications must be made by application form only.**

**Closing Date for applications 5pm Friday 12th July 2024 Shortlisting may apply.**

**This post is subject to funding (Department of Children, Equality, Disability, Integration and Youth)**

## **WCI is an Equal Opportunities Employer**

**Region**

Ennis, Co Clare

**Date Entered/Updated**

21st Jun, 2024

**Expiry Date**

12th Jul, 2024

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**Source URL:** <https://www.activelink.ie/vacancies/civil-liberties-human-rights/109102-womens-collective-ireland-clare-project-worker-part-time>