

## **HopeSpace: Administrator Role (Part Time)** **(<https://www.activelink.ie/node/109338>)**

- **Position:** Administrator
- **Location:** The SCCUL Enterprise Centre, Ballybane, Galway
- **Tenure of Employment:** 10 hours per week 10-month fixed contract
- **Salary:** €17.50 per hour . Salary is paid monthly in arrears.
- **Reporting to:** Coordinator
- **Terms of Appointment:** The appointment will have a probationary period, details of which will be stipulated in the contract of employment.
- **Terms and Conditions:** This is an office-based position. The role will likely be undertaken over two days a week. Mornings are preferred, though there is some flexibility

### **About HopeSpace**

HopeSpace supports children and young people who are struggling with the loss of someone they love. Learn more about who we are and what we do at <https://hopespace.ie> (<https://hopespace.ie>)

### **The Opportunity**

We are looking for a motivated and committed individual to join the HopeSpace team. This person will help to make HopeSpace service the best that it can be for the children and young people, and their families who come to us. We are looking for someone;

- Who is passionate about the HopeSpace vision and mission
- Who is able to work collaboratively with others in an evolving environment.

The post holder will work closely with the Coordinator, the Treasurer and volunteers.

### **Please see full Job Description attached.**

#### Application and Selection Process

- As part of the HopeSpace recruitment and selection process, offers of employment are subject to National Vetting Unit (NVU) disclosure. Garda Vetting will be sought in accordance with the National Vetting Bureau Act, 2014. This process will commence prior to appointment.
- If you would like to have an informal discussion about the role, please contact Aine Deely, Coordinator, HopeSpace CLG. Email [info@hopespace.ie](mailto:info@hopespace.ie) (<mailto:info@hopespace.ie>)
- **Applications:** Applicants should submit a CV, detailing relevant experience, along with a covering letter / personal statement detailing the following:
  - What motivated you to apply for this position
  - The skills and competencies you would bring
  - How you meet the requirements of this post. by email to [info@hopespace.ie](mailto:info@hopespace.ie) (<mailto:info@hopespace.ie>)
- Applications will be assessed on the basis of information submitted. Please give clear evidence of qualifications, skills and experience and suitability for the role
- A shortlisting process will be undertaken to identify candidates who most closely meet the selection criteria for the post.
- **Closing Date for Applications:** The closing date for receipt of applications is Friday 9 August.
- **Selection:** Selection is by means of an interview. The interviews will take place, in person, at the HopeSpace office the week beginning Monday 26 August

#### **Region**

Ballybane, Galway

#### **Date Entered/Updated**

4th Jul, 2024

**Expiry Date**  
9th Aug, 2024

<b>Attachment</b>	<b>Size</b>
<a href="#">Administrator Role (Part-Time) Final.docx</a>	551.23 KB

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**Source URL:** <https://www.activelink.ie/vacancies/children-youth/109338-hopespace-administrator-role-part-time>