

North Tipperary Development Company: LAES Administration Support Worker (Part Time) **(<https://www.activelink.ie/node/109392>)**



Job Title: LAES Administration Support Worker – Part-Time

Employer: North Tipperary Development Company (NTDC)

Reporting Relationship: Manager SICAP & LAES and the CEO of NTDC

Reporting Staff: Staff employed in the LAES programme

Location of Post: Nenagh Office

Closing Date for Applications: 17th of July 2024

Benefits offered by NTDC

- **Salary:** Competitive salaries in line with those in the public service.
- **Travel expenses:** Travel expenses are reimbursed at public service rates.
- **Annual Leave:** 25 days Prorated to the number of hours worked.
- **Pension:** Contributory pension benefits for long term staff.
- **Organisation Culture:** Positive working environment and proactive approach to professional development, reflective practice, and supervision.
- **Training & Development:** Opportunities to access training relevant to the role.

The Employer: North Tipperary Development Company (NTDC)

North Tipperary Development Company (NTDC) is a local development company responsible for the delivery of a range of rural enterprise, social inclusion, and community development initiatives in the Tipperary North County area.

The purpose of NTDC is to act as a voluntary, non-profit making, private limited company with a mission to promote social inclusion, promote economic development, increase employment and enterprise opportunities, and promote wider participation in voluntary activity for the people of the area.

The Programme:

The LAES is a new service funded by the Department of Social Protection which will be focused primarily on long term unemployed clients farthest from the labour market with barriers to labour market participation. This service forms part of the additional Public Employment Service capacity required to deliver on Pathways to Work 2021 – 2025 strategy.

The Role and Purpose of the Job

The Administration Support Worker will work as part of a Multi-Disciplinary Team and provide high quality administrative support for the, Caseworkers and clients in North Tipperary.

Duties:

Caseworker/Employer Liaison Officer/Training Officer Support:

- Prepare and send out initial engagement letters to new clients as assigned by the to caseworkers.
- All other BOMI client transactions as instructed by LAES Service Manager
- Scheduling appointments as requested by the caseworker and instructed by the LAES Service Manager
- Issuing communications to the clients as requested by the caseworker and instructed by the LAES Service Manager
- Undertaking other tasks on BOMI on request from LAES Service Manager e.g. data tracking.
- Draft and type Curriculum Vitae for clients as instructed by the LAES Service Manager
- Printing/updating vacancies.
- Any administration task required by the Employer Liaison Officer or Training Officer

Reception/Office Duties

- Provision of reception service, answering phone, and greeting clients in a professional and friendly manner.
- Ensure all staff and visitors sign in & out
- Maintain daily/weekly timetable for clients attending appointments.
- Responsible for the efficient and smooth running of the assigned reception/office.
- Ensure the reception/office is clean and presentable to the public
- Ensure the reception/office is accessible at designated times
- Establish and maintain filing systems.
- Deal effectively with telephone queries

Team Support:

- Attendance at team meetings.
- Liaising in a collegial manner with all other staff.
- Any other task that may be assigned from time to time by the LAES Service Manager

Financial Administration

- Support to finance team in NTDC with general financial administration related to the LAES Programme

Additional responsibilities:

- Strict adherence to all DSP Data Protection policies as required.
- Support HR/Recruitment as requested by the LAES Service Manager

The above Job Description is not intended to be a comprehensive list of all duties involved and consequently the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.

Salary Scale €26,373- €38,334. The successful applicant will be offered a salary commensurate with qualifications and experience.

Hours of Work 17.5 hours per week. Part Time

Please see full Job Description & Person Specification attached below

How to Apply

Please complete the Official Application Form (attached below). They are available by contacting Kate Madden at kmadden@ntdc.ie (<mailto:kmadden@ntdc.ie>) or the NTDC website at www.NTDC.ie (<http://www.NTDC.ie>);

Please send completed applications forms to kmadden@ntdc.ie (<mailto:kmadden@ntdc.ie>)

Region

Nenagh, Co Tipperary

Date Entered/Updated

8th Jul, 2024

Expiry Date

17th Jul, 2024

Attachment

Size

[Admin part-time LAES.docx](#)

499.76
KB

[NTDC Job Application Form
Template_0.doc](#)

109.5 KB

Source URL: <https://www.activelink.ie/vacancies/community/109392-north-tipperary-development-company-laes-administration-support-worker-part-time>