

## **Let's Grow Together! Infant & Childhood Partnerships: Administration Assistant (Part Time) (<https://www.activelink.ie/node/109413>)**



Let's Grow Together! Infant & Childhood Partnerships CLG delivers area-based prevention and early intervention programming and approaches that support early childhood development, relationships and environments; to set the foundations for infant and child development, learning, wellbeing and quality of life.

We are now seeking to recruit a part time (19 hours per week) **Administration Assistant** to join our team for an initial temporary fixed-term contact to 31st December 2025 (with extension based on continued funding).

This is an exciting new role with Let's Grow Together supporting the work of the interdisciplinary team with their engagement with families and delivering services. Let's Grow Together is a very supportive team and there is a opportunity for candidate to develop themselves as well as the role. Based in our office location(s) within the community in Knocknaheeny, Cork city.

The applicable salary scale for the post ranges from €29,020 - €45,988. It is Company policy that new employees are appointed at Point 1 of their respective scales.

For further details on the role and organisation please view the attached Job Description.

This post is subject to Garda Vetting and reference checks.

Canvassing will disqualify.

*Let's Grow Together! Infant & Childhood Partnerships CLG is an equal opportunities employer committed to equality, diversity and inclusion.*

The core work of Let's Grow Together! Infant & Childhood Partnerships CLG is funded by the Department of Children, Equality, Disability, Integration and Youth and is part of the Area Based Childhood Programme within the TUSLA Child & Family Agency.

### **To apply:**

Please apply by email only with a C.V. and cover letter, clearly setting out your interest, qualifications, knowledge, skills and experience relevant to the role. The closing date for all applications is **26th July 2024 at 1pm** (no late applications will be accepted).

Applications to [admin@letsgrowtogether.ie](mailto:admin@letsgrowtogether.ie) (<mailto:admin@letsgrowtogether.ie>) please indicate very clearly the position you are applying for.

Informal enquiries in advance of closing date to [admin@letsgrowtogether.ie](mailto:admin@letsgrowtogether.ie) (<mailto:admin@letsgrowtogether.ie>)

Shortlisting will apply.

It is anticipated that interviews for candidates shortlisted for this post will take place within the first two weeks of August, with the successful candidate taking up the role as soon as possible.



Cork

**Date Entered/Updated**

8th Jul, 2024

**Expiry Date**

26th Jul, 2024

**Attachment**

**Size**

2024 Job Description - Administration  
Assistant.pdf

333.77  
KB

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**Source URL:** <https://www.activelink.ie/vacancies/children-youth/109413-lets-grow-together-infant-childhood-partnerships-administration-assistant-part-time>