

## **Dunmanway Family Resource Centre: Project Administrator (Part Time) (<https://www.activelink.ie/node/109814>)**



### **Job Title Project Administrator**

#### **Overall Purpose of the Job:**

To manage the day to day administration involved in running the Centre and act as overall support to the work of the Family Resource Centre.

#### **General Responsibilities:**

- To be accountable to the Coordinator.
- To adhere to the FRC's policies and procedures in relation to all work
- To maintain files in accordance with the DFRC standards in order to ensure that good record keeping practices are in place.
- Support to manage the Organisations Payroll function and to liaise with revenue in respect of this function as required.
- To work as part of the DFRC team
- To assist the work of staff, volunteers, students and others involved in DFRC.
- To attend all mandatory and CPD training as required
- To attend review meetings with the Human Resources Manager or designate.
- To maintain professional boundaries in all work and to be flexible.
- To maintain confidentiality in all aspects of your work.
- Look after general cleanliness of the place during working hours.

#### **Specific Responsibilities:**

- Provide general administration support.
- When at reception, greet and direct visitors to designated meeting areas as soon as they arrive. Ensure all health & safety measures for visitors/members of the public are strictly adhered to.
- Answer, screen and forward incoming phone calls at reception.
- Receive, sort and distribute daily mail.
- Ensure reception area is clean and tidy and well maintained.
- Data inputting/update internal and external databases as required.
- Assist the Coordinator in continually improving efficiency of reception/general admin department and services performed.
- Designing presentations/brochures/booklets
- Have a keen interest in, and an aptitude for resolving user IT issues.
- Proficiency in typing documents, minutes of meetings, reports, forms etc and distributing to relevant personnel. Excellent attention to detail with a keen eye for accuracy is required.
- Update and maintain schedules and systems as relevant.
- Respond in a professional, efficient and appropriate manner to all communications.
- Participate in regular work review meetings with your Line Manager or designate.
- Filing of confidential documentation and maintenance of filing system
- Assist in the organisation of induction/training events, workshops, camps, groups, on-going children's programmes etc.
- Receipting monies received at front desk and maintaining petty cash/credit card records.
- Handle room/venue bookings for both internal staff & external agencies (where relevant).
- Assist with the secure opening/closing of premises.
- To undertake any other relevant duties that may be requested by your Line Manager.

## Other Relevant Information

### Hours of Work

- The post will be part-time – 20 hours per week
- The hours of work will be between Monday to Friday unless otherwise agreed by the Voluntary Board of Directors.
- The contract is subject to continued funding by Tusla (Child and Family Agency).
- A six-month probation period will apply.

**Accountability;** The Administrator will be responsible to the Project Co-ordinator and to the Voluntary Board of Directors.

**Confidentiality:** The Administrator will observe confidentiality at all times in relation to Project business.

**Salary:** The salary will be commensurate with qualifications and experience and will not be less than €33,000 per annum pro-rata.

**Pension:** Following completion of a successful probation period, the company will assist you in setting up a pension scheme if required

**Holidays:** You are entitled to twenty-five days annual leave (pro-rata for part-time positions)

**Travel Expenses:** Travel expenses will be paid and subsistence will be paid on production of receipts.

**Garda Vetting:** The position is subject to the completion of a satisfactory Garda Vetting process.

**Application Packs are available by email from [info@dfrc.ie](mailto:info@dfrc.ie) (<mailto:info@dfrc.ie>).**

Deadline for receipt of completed applications is: 9th August at 5.00 pm latest.

Completed applications by email only please.



### Region

Dunmanway, Co Cork

### Date Entered/Updated

26th Jul, 2024

### Expiry Date

9th Aug, 2024

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**Source URL:** <https://www.activelink.ie/vacancies/community/109814-dunmanway-family-resource-centre-project-administrator-part-time>