

Barnardos: Project Administrator (Part Time) - Online Safety Programme (<https://www.activelink.ie/node/110097>)



Ireland's leading children's charity is recruiting:

Project Administrator – Dublin / Hybrid

Location: Barnardos National Office, Christchurch Square, Dublin 8 / Hybrid

Contract: Permanent and Part time, 22.5 hours per week

Salary: €15,630 - €24,213 depending on previous experience. This is the pro-rated salary for 22.5hrs

Why work at Barnardos?

At Barnardos we seek to ensure that we have the best people working with us to support our work with children and families. The benefits of working with Barnardos are designed to promote continual professional development and a work-life balance for the most rewarding working experience.

- Barnardos offers a competitive salary – recognising the experience you bring to the role
- Generous annual leave entitlements
- Positive working environment with family friendly ethos and work - life balance policy
- Tax saver travel and bike to work schemes in operation
- Employee Pension scheme with employer contribution
- Training and Development
- Health and Wellbeing initiatives including Employee Assistance programme
- Company sick pay scheme

Name of the service: Online Safety Programme

Address/ Location: 4 Christchurch Square, Dublin City, D08DT63

What does the Online Safety Programme do?

We deliver workshops in schools to primary school aged children and parents about online safety. Our aim is that through interactive, child-led workshops, we can empower children to be safe and resilient online. Since 2019, the programme has worked in partnership with Google.org and the project has since expanded. We host online webinars and in-person conferences about online safety and digital wellbeing called Plugged in Switched off for parents and professionals.

What will the Administrator for the Project do?

The Administrator will work with the Regional Administrator and Co-ordinator in the team to ensure that training events go smoothly by:

- promoting and organising the training for schools
- preparing materials and liaising with schools and trainers collating the feedback and research for evaluation

Job purpose

To provide an efficient and flexible administrative support service to the Online Safety Programme and to be involved in the development and the running of the programme in an integrated way with the wider organisation.

Personal attributes

- Good communications and interpersonal skills.
- Ability to work on own initiative and to consult where appropriate.
- Ability to prioritise competing demands and to meet deadlines.
- Good writing skills.
- Teamwork required and the ability to work in collaboration with others.
- Flexibility and adaptability in terms of tasks and time essential.
- Awareness of confidentiality and the ability to deal with sensitive queries.

Experience

- Minimum of two years' directly relevant administration experience essential.
- Familiar with the workings of National School System an advantage
- Familiar with issues facing children and schools concerning children's online activities desirable but not essential

Qualifications

- Minimum required: Junior Certificate/Cycle of Achievement or equivalent.
- A working ability in IT Systems, word processing and finance skills are essential.

The post-holder is initially assigned to work in the Christchurch Square, Dublin but may be required in the future to work in other locations in the Dublin area in line with organisational needs.

For full job description and to apply please visit [Current Job Vacancies – Barnardos](https://www.barnardos.ie/about-us/careers/current-job-vacancies/) (<https://www.barnardos.ie/about-us/careers/current-job-vacancies/>)

Closing date: 5pm Thursday 16 August 2024

Interview date: Week of 19th August 2024

Shortlisting will apply (please note, CVs are not accepted on their own, candidates must complete and submit our application form through Barnardos website).

Barnardos is an equal opportunity employer.

We celebrate diversity and are committed to creating an inclusive environment for all.

Region

Dublin 8 / Hybrid

Date Entered/Updated

7th Aug, 2024

Expiry Date

16th Aug, 2024

Source URL: <https://www.activelink.ie/vacancies/children-youth/110097-barnardos-project-administrator-part-time-online-safety-programme>