

Youth Work Ireland: Our Generation Administrator **(<https://www.activelink.ie/node/110252>)**



Our Generation Administrator

Role overview:

Suitable candidates are invited to apply for the position of Our Generation Administrator

The role will require an individual comfortable supporting a busy and diverse team working to provide a wide range of supports to young people in cooperation with Youth Work Ireland members. The administrator will provide a key support role in the areas of finance, reporting, and communications as well as a broad range of other duties.

The initial phase of the programme will require the administrator to set up the administrative supports for the programme team in cooperation with Youth Work Ireland National Office staff.

About Our Generation

Investment area 3.3 Youth mental health and wellbeing

This will support additional, non-formal provision activity involving cross community and cross-border multi-partner collaborative approaches, which will lead to improved understanding of youth mental health and wellbeing issues and the sharing of best practice across the Programme Area to improve service delivery.

Job Description

Find full job description [here](https://docs.google.com/document/d/1B-4azY0EXyo6ZMfoEI2VQWaKzuhswox9rzDtQ9IM-1M/edit?usp=sharing) (<https://docs.google.com/document/d/1B-4azY0EXyo6ZMfoEI2VQWaKzuhswox9rzDtQ9IM-1M/edit?usp=sharing>)

Application Process

11th September 2024 please email an up to date CV and cover letter outlining your suitability to Matthew Seebach mseebach@youthworkireland.ie (<mailto:mseebach@youthworkireland.ie>)

13th September 2024 - Notice of interview wills will be sent to shortlisted candidates

Week of the 16th of September interviews of shortlisted candidates will take place in Youth Work Ireland Louth

Policy Statement

Youth Work Ireland is committed to equal opportunity and its Recruitment and Selection procedure is in full compliance with all legal requirements. At all times, applicants will be treated in a fair and consistent manner, and discrimination will not be tolerated in respect of age, gender, race, disability, family status, marital status, religion, sexual orientation or membership of the Traveller community.

Region

Dublin / Hybrid

Date Entered/Updated

15th Aug, 2024

Expiry Date

11th Sep, 2024

Source URL: <https://www.activelink.ie/vacancies/children-youth/110252-youth-work-ireland-our-generation-administrator>