

Ballymun Regional Youth Resource: Administrator (Part Time) **(<https://www.activelink.ie/node/110313>)**



BRYR is recruiting for a part-time, 20 hours per week, Administrator.

The Organisation:

Ballymun Regional Youth Resource (BRYR) is a professional youth work organisation working for the welfare, development & well-being of all 10-24-year-old young people in the community of Ballymun, North Dublin.

The Role: Administrator

As the BRYR Administrator, you will work closely with the Youth Services Manager and Senior Management Team in the day-to-day operation of the organisation. This role provides an ideal opportunity for someone who is comfortable interacting with members of the Board, Staff, Volunteers, is highly organised with excellent IT and administrative skills and is able to autonomously prioritise daily tasks.

Main Purpose of the Post:

To contribute to the work of BRYR as a youth services organisation, specifically, the Administrator will work directly with the Youth Service Manager, Senior Management and Facilities Team, Board, Sub-committee's and Mental Well-being Programme. The Administrator will be responsible for general personnel related administration, garda vetting and programme support to the organisation.

Requirements:

Essential:

- Minimum of five years' experience in an administrative role
- Experience in a similar role, preferably in the not-for-profit
- Experience in managing administrative and project work
- Exceptional verbal and written communication skills
- Excellent organisational skills
- Confident MS Office, Excel
- Strong attention to detail
- Highly developed interpersonal skills with an ability to communicate effectively with a wide range of stakeholders
- Self-motivator, effective team member with the ability to work on his/her own initiative
- Ability to prioritise work and meet deadlines, while producing work to a high standard
- Ability to represent BRYR appropriately

Location: The Reco, Ballymun Central Youth Facility, Sillogue Road, Ballymun, Dublin 11

Contract Details: 20 hours per week, permanent Contract (subject to continuation of funding), 6-month probationary period

Salary Details: Salary aligned to CDETB scales

**Interested applicants should submit a CV and cover letter to Geraldine Comerford, YSM,
geraldine.comerford@bryr.ie (<mailto:geraldine.comerford@bryr.ie>)**

The closing date for receipt of applications is **Monday 9th September 2024**

For informal enquiries contact Geraldine Comerford, [085-8716664](tel:085-8716664) (Tel:[0858716664](tel:0858716664))

Region

Dublin 11

Date Entered/Updated

19th Aug, 2024

Expiry Date

9th Sep, 2024

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