

Community Law & Mediation: Administrator (Part Time) x 2 - Tús Scheme (<https://www.activelink.ie/node/110399>)



2 x Part time Administrator Positions Limerick (Tús Scheme)

The role of the Administrator is to provide administrative support to Community Law & Mediation, Limerick.

Main Duties:

- Answer main phone line, respond to, direct and relay telephone messages and emails, and follow up when required.
- Entering of data into our client management system, Keyhouse.
- Provide information on CLM's services.
- Booking appointments for legal clinics.
- Dealing with daily post.
- Maintain the general filing system and file all correspondence.
- Type letters and other documentation.
- Printing of legal documents & briefs.
- Assist in the planning and preparation of meetings and events.

Knowledge and skills desired:

- Excellent communication skills as reception cover is a key duty of this role.
- A positive work ethic and a willingness to learn new tasks.
- Excellent verbal and written communication skills.
- Excellent interpersonal skills.
- Knowledge of MS office

Who can take part in Tús?

To qualify for Tús, you must meet the following conditions:

- Be currently receiving Jobseeker's Allowance (JA)
- You have been continuously unemployed for at least 12 months and "signing on" on a full-time basis
- You have been receiving a jobseeker's payment (Jobseeker's Benefit or Jobseeker's Allowance) from the Department of Social Protection for at least 12 months, (a break or breaks of a maximum of up to 30 days may be allowed)

Or:

- Aged 18 or over, fully unemployed and in receipt of Disability Allowance (there is no qualifying period, applications are by self-referral only)
- Aged 18 or over, with refugee status authenticated by the Department of Justice (Irish Residence Permit with Stamp 4) and getting Jobseekers Allowance payment (no qualifying period applies)
- Time spent on the Pandemic Unemployment Payment (PUP), Carer's Allowance (CA) or JobPath can count towards the 12 months qualifying period. For more information, please click here: <https://www.citizensinformation.ie/en/employment/unemployment-and-redundancy/employment-support-schemes/tus/> (<https://www.citizensinformation.ie/en/employment/unemployment-and-redundancy/employment-support-schemes/tus/>)

Why should you join us?

This is a great opportunity to get involved in the community & voluntary sector and receive practical on-the-job training. You will be part of an organisation working to address underlying issues of injustice and exclusion while working for real change.

Location:

Limerick Social Service Centre, Henry Street, Limerick

Hours:

19.5 hours per week.

How to apply:

CVs should be sent to: Denise Leavy: dleavy@communitylawandmediation.ie
(<mailto:dleavy@communitylawandmediation.ie>)

If you have any queries about the position, please feel free to call Denise Leavy on 01 8477804 or by email at the address above.

For more information on the role, and to view Community Law & Mediations website, please click here:
https://communitylawandmediation.ie/job_opportunities/part-time-administrator-position-limerick-tus-scheme/
(https://communitylawandmediation.ie/job_opportunities/part-time-administrator-position-limerick-tus-scheme/)

Immediate start

Region

Limerick

Date Entered/Updated

22nd Aug, 2024

Expiry Date

27th Sep, 2024

Source URL: <https://www.activelink.ie/vacancies/civil-liberties-human-rights/110399-community-law-mediation-administrator-part-time-x-2-tus-scheme>