

Loughrea Family & Community Resource Centre: Administrator (Part Time) (<https://www.activelink.ie/node/110684>)



Job Title: Part Time Administrator (Fixed Term 6-month Contract)

Overall Purpose:

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

Secretarial Reception.

- To deal with telephone enquiries. Transfer calls as necessary or take messages if required.
- Greet people calling to the Centre. Address any queries if needed and/or guide them to relevant meeting room if appropriate.
- Liaise with Co-ordinator and Family Support Worker as to their availability for meeting with callers to the Centre
- Keep diary of events, timetables, room bookings, including Google Calendar, & update as needed.
- Take payments from members of the public as required, issue receipts and record accordingly.
- Keep appointments diary for Citizen's Information, Welfare Rights, and other clinics as appropriate
- Perform general secretarial duties to include word processing, minute taking, correspondence.
- Ensure the proper functioning of the information technology systems in the Centre, where appropriate.
- Maintain & update reception handbook as necessary
- Provide Administrative support to the project as required.

Office Premises

- Oversee the general maintenance of the office and office facilities
- Ensure that the office is supplied with the necessary equipment and supplies.
- Implement the Project's health and safety procedures and keep the management informed of any health and safety issues arising.
- Prepare meeting rooms for use by groups as necessary.
- Maintain records and files where relevant.
- Staff the office and open it to the public at the agreed times.
- Facilitate the use of the project as a resource to the community.

Information / Communications / PR

- To produce quarterly newsletters for the centre.
- Assist with the maintenance of the Project's general window display, and specific themed issue based displays, including external notice board.
- Produce and distribute various leaflets / posters etc. promoting the Centre and providing information on groups / events/ courses etc.
- Stock the Resource Centre with relevant information, update the information and provide the public with easy access to that information.
- Maintain and update all noticeboards in the Resource Centre.
- Maintain and update the Resource Centre's website and Facebook page.
- Support and maintain the PR sub-group of the Voluntary Management Committee.

General Duties

- To ensure that all administrative deadlines are met
- To attend and prepare for Management committee and other sub-group meetings as and when necessary.
- To provide basic knowledge of other local, regional and national voluntary & statutory group and service providers as required.
- To participate fully as a team member
- To perform any other duties as may be deemed necessary by the Voluntary Management Committee from time to time.

Other Relevant Information

Hours of work

- The post will be part time – 17.5 hours per week
- The hours of work are to be decided, and will be within general office hours
- The administrator will be expected to be flexible about evening and weekend work, for which over-time will not be paid, but time off in lieu will be granted.

Accountability

- The administrator will be responsible to the Project Co-ordinator and to the Voluntary Management Committee
- The administrator will maintain their own up to date timesheets, recording hours of work, annual leave, time in lieu, sick days etc. These to be signed off monthly by the Coordinator

Confidentiality

The administrator will observe confidentiality at all times as appropriate.

Salary

The salary will be commensurate with qualifications and experience and will not be less than €8,533.25 for 6 months.

Holidays

The administrator will be entitled to 15 days' annual leave over the 6 months, plus any statutory holiday days.

To Apply:

Applications will only be accepted on the official Job Application Form (attached below) and should be received by **Friday 13th of September 2024 before 5.00pm**. Late applications will not be considered.

Interviews to take place on the **19th of September 2024**.

Applications should be emailed to coordinator@loughreifamilyresourcecentre.ie
(<mailto:coordinator@loughreifamilyresourcecentre.ie>)

Do not forward any cover letter, Curriculum Vitae, Certificates or References with the Application Form.

Region

Loughrea, Co Galway

Date Entered/Updated

4th Sep, 2024

Expiry Date

13th Sep, 2024

Attachment	Size
<u>Job Description Part time Admin 2 - updated 2024 6 month contract.odt</u>	115.41 KB
<u>person specification part time admin 2024.docx</u>	121.82 KB
<u>Application Form Administrator 2024.docx</u>	51.13 KB

Source URL: <https://www.activelink.ie/vacancies/community/110684-loughrea-family-community-resource-centre-administrator-part-time>