

## **Women's Collective Ireland: Tallaght Project Worker (Part Time)** **(<https://www.activelink.ie/node/110725>)**



**Women's Collective Ireland (WCI) are recruiting for the following position:**

### **WCI Tallaght Project Worker** **(Part-Time – 18 hours per week)**

**based at**

**WCI Tallaght Offices, Unit 16A, Brookfield Enterprise Park, Brookfield, Tallaght, Dublin 24.**

**This position offers an opportunity to work in a feminist community development project that supports women's equality and women's well-being.**

**Employed by the WCI Board of Management, the Project Worker is responsible for carrying out the day-to-day administration of WCI Tallaght, including the responsibility for the preparation and administration of finances, periodic returns, annual budgets, and financial reporting.**

#### **The successful candidate will have:**

- A minimum of 2 years' relevant financial experience
- A relevant financial administration qualification or equivalent
- Excellent organisation, administration and financial reporting skills.
- Competent IT skills including proficiency in Microsoft Word, Excel, PowerPoint and SharePoint
- Ability to communicate effectively with people and provide information using a range of communication methods including social media.
- The ability to outreach and engage with women in the local area.
- The ability to promote WCI Tallaght.
- The ability to work as part of a team.

#### **Benefit Package working with Women's Collective Ireland are:**

- Access to a Pension Plan (following completion of probation period)
- Access to HSF (Hospital Saturday Fund) Health Plan
- 25 days annual leave (pro rata)
- 2 additional agency days per annum

**The salary for the post is based on the starting point of WCI Project Worker Salary Scale - €28,081 (pro rata)**

**To request an application form please contact: Laura Maloney at - [recruitment@womenscollective.ie](mailto:recruitment@womenscollective.ie) (<mailto:recruitment@womenscollective.ie>)**

**Applications must be made by application form only.**

**Closing Date for applications 5pm Thursday 26th September 2024 Shortlisting may apply.**

**This post is subject to funding (Department of Children, Equality, Disability, Integration and Youth)**

**WCI is an Equal Opportunities Employer**

**Region**

Tallaght, Dublin 24

**Date Entered/Updated**

6th Sep, 2024

**Expiry Date**

26th Sep, 2024

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**Source URL:** <https://www.activelink.ie/vacancies/civil-liberties-human-rights/110725-womens-collective-ireland-tallaght-project-worker-part-time>