

## **Bradóg Youth Service: Administrator (Part Time) - Youth Diversion & Detached Team** **(<https://www.activelink.ie/node/110743>)**



### **Bradog Youth Diversion & Detached Team – PT Administrator**

**Salary:** Admin Grade III

**Hours:** Part-Time, 2 Days Per Week

**Reporting To:** Project Leader

**Term:** Fixed Term (Subject to Funding)

**Starting Date:** ASAP

**Application Deadline:** 5pm Friday 27th September 2024

**Location:** Bradóg Youth Service, 34 Dominick Place, Dublin 1 / Queen Street, Dublin 7

#### **Benefits**

- 22 days per year (Pro-Rata)
- Sick leave scheme (Pro-Rata, activated once probationary period is successfully completed).
- Flexible work schedule
- Time in leu for additional hours worked.

Bradóg Youth Service is a community-based non-profit organisation dedicated to providing personal and social development programmes for young individuals in North Dublin Inner City. Our objective is to support young people by offering tailored activities that meet their individual needs and lifestyles. We collaborate with other organisations to promote youth involvement and equality.

#### **Vision**

That young people reach their full potential and become the drivers of change in their community.

#### **Mission**

We provide effective interventions and programmes for young people by building relationships and creating opportunities to foster their development, growth, and wellbeing.

#### **Essential Skills and Experience**

The successful applicants will have the following requirements.

- A professional qualification in Administration / Finance or similar field - Essential
- Leaving Cert minimum level of Education - Essential
- 3 years' experience working in administration / finance preferable in Community or Non-Profit setting - Essential.
- Experience of using Office 365, Microsoft Word, Excel etc.- Essential

- Experience of using Sage Software Accounts Package or similar - Essential
- Experience of using Sage Payroll Package or similar – Essential
- Experience of making IB Bank Payments - Essential
- Experience of financial budgeting / planning
- Experience of HR Administration
- Excellent Admin./ Communication and Interpersonal skills - Essential
- Be able to work on own initiative.

## Key Responsibilities

List of duties are contained within the Job Description

*This post is -funded by Dep of Justice.*

## HOW TO APPLY:

- Please submit your Cover Letter and Application Form to: [amanda.shaw@bradog.com](mailto:amanda.shaw@bradog.com) (<mailto:amanda.shaw@bradog.com>)
- Closing date for receipt of completed applications Friday 27th September 2024 at 5 pm. Applications received after this deadline will not be accepted.
- Bradóg Youth Service is an equal opportunities employer.
- Interviews are planned to commence in early October 2024.
- Please ensure you meet the essential requirements before applying.
- Applications without Cover Letter and Completed Application Form will not be considered.

**Shortlisting may apply.**

### Region

Dublin 1 / Dublin 7

### Date Entered/Updated

6th Sep, 2024

### Expiry Date

27th Sep, 2024

Attachment	Size
<a href="#">Bradog_Y_S_Part_Time_Administrator_Job_Description.docx</a>	71.06 KB
<a href="#">Bradóg Application Form 2024.docx</a>	78.87 KB

---

**Source URL:** <https://www.activelink.ie/vacancies/children-youth/110743-bradog-youth-service-administrator-part-time-youth-diversion-detached-team>