

C&F Training: Administrator (Part Time) **(<https://www.activelink.ie/node/110961>)**



Part-time Administrator

Fixed term contract

C&F Training delivers high-quality training in partnership with existing industry experts, nationally and internationally.

We have a primary focus on issues that affect people who use substances and affected family members in Ireland.

C&F Training holds the license to deliver 5-Step Method Intervention training and accreditation in Ireland.

We are looking for an experienced Administrator to join our team.

Reporting relationship

The administrator will be part of the dynamic team, reporting directly to the Finance and Governance Lead.

Overall Responsibilities

The successful candidate will play a key role in developing, maintaining, and ensuring the effective administration of the office and support the team's work. The nature of the role requires the administrator to understand and fully comply with the highest standards of confidentiality and adherence to C&F Training's values.

Salary, Terms and Conditions

This position is part-time and for a one-year fixed contract; 20 hours per week. C&F Training is a flexible and team-focused organisation. The salary for this role is €40,250 pro rata; €23,000 per annum. We offer learning and development opportunities.

Please see Job Description attached below.

Please email your CV along with a letter of application, outlining your suitability for the role by 18th October 2024 to info@cftraining.ie (<mailto:info@cftraining.ie>)

***** PLEASE INCLUDE "ADMINISTRATOR APPLICATION" IN YOUR SUBJECT BOX *****

Region

North Dublin

Date Entered/Updated

18th Sep, 2024

Expiry Date

18th Oct, 2024

Attachment

Size

Attachment	Size
Job description Administrator.pdf	129.44 KB

Source URL: <https://www.activelink.ie/vacancies/education-training/110961-cf-training-administrator-part-time>