

Lámh Development Office: Team Administrator (Part Time) **(<https://www.activelink.ie/node/110965>)**

The role:

The role of the Team Administrator is to provide key administrative support to the Lámh Development Office. The postholder will be flexible and will work as part of a team.

The organisation:

Lámh signs are used by children and adults with intellectual disability and communication needs in Ireland. The organisation's role is to develop, promote and maintain Lámh signs and Lámh training and resources. The Lámh Development Office is located on the campus of SETU, Kilkenny Rd., Carlow. Lámh currently has a team of 3 staff members. In a typical year, over 4,500 families and staff members attend Lámh training delivered by 220 Lámh Tutors and Family Trainers working in services around Ireland. In recent years, key projects of the Lámh Development Office have included collaboration in production of the children's TV series Dizzy Deliveries and the roll-out of online Module One Lámh training.

Role description:

- General administrative duties
- Dealing with correspondence – email, phone calls, answering queries.
- File management.
- General administrative support for online training platform (training will be provided).
- Preparing orders for post and delivering to post office.
- Setting up meetings (online and in person).
- From time to time, helping to organise in-person and online training courses.
- Supporting other Team members in preparation of reports and minutes.

Key skills and experience:

Essential:

- Experience of office work

Excellent computer skills

- Highly organised
- Excellent communication skills
- Can work as part of a team and in a self-directed manner

Desirable:

- Experience of working in the charity sector
- Experience of report writing

Hours: 17.5 hours p.w. (over 4-5 days)

Pay: €14,510.00 p.a.

Location: Carlow - Lámh Development Office, SETU, Kilkenny Rd, Carlow

Reporting to: Lámh Manager

CLOSING DATE: 2nd October 2024

To apply, please send your CV and cover letter to:

Mary Cullen, Manager lamhoffice@gmail.com (<mailto:lamhoffice@gmail.com>)

Region

Carlow

Date Entered/Updated

18th Sep, 2024

Expiry Date

2nd Oct, 2024

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