

Roscommon Women's Network: Administrator – CycleUp Textiles Social Enterprise (<https://www.activelink.ie/node/111015>)



Job Title: Administrator – CycleUp Textiles Social Enterprise

Name of Employer: Roscommon Women's Network Co Ltd (RWN)

Address of Office: Riverside Centre, Athleague, County Roscommon. F42 K685

Purpose of the job:

The overall purpose of this position is to manage the day-to-day general administration including finance administration to ensure efficiency, sustainability and growth. To work as part of the CycleUp Textiles and wider RWN team to engage and support the development, capacity building, training and networking of women in the local area.

Key Responsibilities.

1. To be accountable to the CycleUp Manager and participate fully as a team member
2. To support women's access and participation in CycleUp and to other supports and services
3. Facilitate the use of the Project as a resource to the community
4. Oversee the general maintenance of the office and office facilities
5. To manage the day-to-day finance administration, monitoring and reporting
6. To manage the general administration involved in running the Social Enterprise.
7. To assist in the planning development and delivery of sales and marketing strategies
8. To supervise the work of the Community Employment scheme/TUS/RSS administrative staff.
9. To support the project to source funding and in fundraising activities and reporting.
10. To network with other community organisations and local agencies to support women's participation in CycleUp.

The successful candidate will have:

- A relevant community development and/or business/finance administration qualification or equivalent
- Financial, budget management, reporting experience
- Excellent communication and interpersonal skills
- Financial and general report writing skills.
- A compassionate approach to working in a diverse and inclusive team environment.
- Attention to detail
- Problem solving and analytical skills
- Ability to work on own initiative and as part of a team

Hours of Work; The full time post is 37.5 hours per week, 9.30 to 5.30 Monday to Friday.

Contract; The Contract will initially be from October 2024 until December 31st 2025, however will continue beyond December 2025 subject to funding and meeting KPI's.

Salary; The salary is €26,812.50 per annum.

Full Job Description available on request to RWN Manager, Nora Fahy, nfahy@rwn.ie (<mailto:nfahy@rwn.ie>)

To apply:

Please send your CV with covering letter to;

Email: nfahy@rwn.ie (mailto:nfahy@rwn.ie) Tel. [094 9621690](tel:0949621690) (tel:0949621690) / [086 8099154](tel:0868099154) (tel:0868099154)

Closing Date for applications – 5pm on Friday 11th October 2024.

Shortlisting may apply.

Region

Co Roscommon

Date Entered/Updated

26th Sep, 2024

Expiry Date

11th Oct, 2024

Source URL: <https://www.activelink.ie/vacancies/community/111015-roscommon-womens-network-administrator-cycleup-textiles-social-enterprise>