

## **Pieta: Relief Centre Administrator – Dublin Region** **(<https://www.activelink.ie/node/111180>)**



### **Role: Relief Centre Administrator – Dublin Region**

**\* Please note this is a relief contract with no fixed or guaranteed hours. The relief role is to provide ad-hoc cover in Pieta centres located across the Dublin region**

**Location: Dublin Centres - Swords, Ballyfermot & Tallaght**

**Salary: €13.88 per hour**

**Hours:** Hours vary from week to week and are dependent on roster requirements and staff leave in the centres. As this is a relief cover contract there are no fixed or guaranteed hours. Shifts are offered in advance where leave has been pre-booked. Flexibility is required to cover shifts sometimes at short notice, to cover sick leave for example.

Pieta currently have a requirement for a Relief Centre Administrator to provide cover as needed for annual leave, sick leave and ad hoc requests across our centres in the Dublin Region including:

- Pieta Swords- Bridge Street Swords K67 F5D0
- Pieta Ballyfermot- Canon Troy House Chapelizod Hill Road, Ballyfermot, Dublin 10 D20 R886
- Pieta Dublin South - First Floor, Greenhills Retail Park Greenhills Road, Tallaght, D24 RH59

The Relief Centre Administrator will be expected to be available during the following working hours: Mon – Fri 8am-9 pm & Saturdays 9am-2pm

Candidates must be flexible and be available to travel to each of the Pieta Dublin locations, sometimes at short notice.

### **Role & Responsibilities:**

- The role of the Centre Administrator is to provide a welcoming and supportive environment for all who attend, as well as ensuring the smooth running of the centre's daily activities and be present in the centre. Reporting directly to the Lead Therapist this role will include, but may not be limited to the following:
- Welcoming clients to the centre and general reception duties
- Managing petty cash, post and donations in line with Pieta policy
- Completing required maintenance and safety checks and linking with operational department around these
- Provide administrative support to therapists under the direction of Lead Therapist
- Organising meetings and take minutes as required
- Ensure appropriate filing system (both paper and electronic)
- Ensure data kept in line with GDPR, data protection and confidentiality policies
- Opening and closing of the Pieta centre
- Ensure appropriate resources available for smooth running of the centre in line with centre budget and maintain office equipment and coordinate purchasing and delivery of office stationery
- Ensure invoices and back-up documentation are submitted on time
- Work in accordance with the policies and procedures of Pieta
- Carry out such other duties as may reasonably be requested by Pieta
- This role requires flexibility to cover annual leave, sick cover and some evening and/or weekend work

### **Skills & Experience Required:**

- This role requires flexibility to cover annual leave, sick cover and some evening and/or weekend work
- Must have strong computer skills, including proficiency in using Microsoft office
- Good organisational and administration skills with careful attention to detail
- Capacity to complete work in a timely and accurate manner
- Experience in working with databases an advantage (e.g. Salesforce)
- Calm, compassionate and welcoming manner
- Proficient communication and interpersonal skills
- Ability to take responsibility for ensuring that work is completed to a high standard
- Ability to work on their own initiative and a strong ability to work with a team
- Exercises good judgment about who to share information with when the level of confidentiality is unclear
- Organised and flexible in meeting multiple demands
- Demonstrate a belief and enthusiasm for the work of Pieta and adhere to the core values of Pieta

**Note: Garda Vetting is required (of the successful candidates) for all positions.**

**Applications for the above should be made through our website or via email, attaching a cover letter (outlining your particular suitability to the role) with an updated Curriculum Vitae to [recruitment@pieta.ie](mailto:recruitment@pieta.ie) (<mailto:recruitment@pieta.ie>) by 3rd October 2024.**

**PIETA IS AN EQUAL OPPORTUNITIES EMPLOYER**

**Region**

Dublin

**Date Entered/Updated**

26th Sep, 2024

**Expiry Date**

3rd Oct, 2024

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