

Belvedere Youth Club: Financial & Operational Administration Assistant (<https://www.activelink.ie/node/111673>)



Applications are invited for the following position

Financial & Operational Administration Assistant

35 hours

An exciting opportunity has arisen for a dynamic, energetic and enthusiastic person to join the Administration Team at Belvedere Youth Club CLG (BYC). We have an immediate vacancy for a Financial & Operational Administration Assistant based in Dublin 1.

About Belvedere Youth Club

BYC is a youth service based in the North East Inner City (NEIC) of Dublin which has been working with young people in this community since 1918. Staffed by a team of specialists and professional youth work teams, our mission is to support the empowerment of young people to realise their full potential through the provision of a range of programmes, by respecting their rights and hearing and amplifying their voices, while encouraging and supporting them as they transition from childhood to adulthood.

Dublin's North East Inner City has been one of the most disadvantaged and marginalised communities not just in Dublin, but nationally. Study after study has highlighted the impact of this social disadvantage. The community – and the young people with whom BYC works - are affected by high levels of unemployment, exposure to street level drug and alcohol misuse, poor health and associated health outcomes and a lack of access to structured social and leisure activities.

BYC's aim is to provide a comprehensive youth service to children and young people in the NEIC.

In that context, BYC teams work together to implement a model that allows for universal programmes (after school and week day evening programmes), complemented by more targeted youth work interventions. This delivery model has been developed with the aim of engaging our young people from the ages of 7-24 years. Through this contact time, young people are identified and supported to participate in more structured strands of youth work including in the following programme areas:

- Informal Educational Support
- Issues Based Programmes
- Sports Inclusion
- Outdoor Activities
- Arts & Crafts
- Residential Programmes
- Music, Drama and Youth Theatre
- Seasonal Programmes
- Exchange Trips

In addition to the above BYC also has its own dedicated Outreach team to engage our harder to reach young people.

BYC has also recently expanded its service to include the new Diamond Youth Justice team.

Due to the expansion of services additional support is needed with the administration requirements to ensure our organisation is meeting its legal obligations and funder requirements.

The role:

This is a busy role and the successful candidate will have a wide brief across a number of Financial and Operational administrative areas. Led by the CEO, they will work as part of our administration team to ensure BYC is meeting their legal and statutory obligations and are delivering a quality service to our children, young people and their families.

The position is for a Financial & Operational administration assistant.

Please see job description for further information.

We work with youths and therefore it is our policy to carry out Garda Vetting and detailed reference checks.

Location: Lower Buckingham Street, Dublin 1.

Working hours: Core working hours 35 hours per week.

To Apply:

Prepare a **detailed** covering letter and an up to date CV and email:careers@belvedereyouthclub.ie
(<mailto:careers@belvedereyouthclub.ie>)

Closing date and other important criteria:

- Closing **FRIDAY 8th November 2024 @ 5p.m.**
- No late applications will be considered.
- Canvassing will disqualify.
- Belvedere Youth Club CLG is an equal opportunities employer.
- This post is a one year fixed term contract subject to satisfactory completion of a 6-month probationary period.
- Garda Vetting and detailed reference checks will apply.

If you have any queries in relation to this post, please email careers@belvedereyouthclub.ie
(<mailto:careers@belvedereyouthclub.ie>)

Region

Dublin 1

Date Entered/Updated

21st Oct, 2024

Expiry Date

8th Nov, 2024

Attachment

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