

## **Cherry Orchard Equine Centre: Receptionist (Part Time)** **(<https://www.activelink.ie/node/112150>)**



Cherry Orchard Equine Centre Company Limited by Guarantee ("COEC") is delighted to invite applications for the role of part-time Receptionist. Applications are invited from suitably qualified/experienced persons who wish to be considered for these roles. This position is partly funded by the Community Services Programmes, administered by Pobal and funded by the Department of Rural & Community Development.

### **Job Title: Part-Time Receptionist**

**Reporting to:** Operations Manager

**Location:** Cherry Orchard Equine Centre

**Hours:** 11-13 Hours per week

**Rate of Pay:** €13 per hour

**Purpose of Job:** To provide an efficient and professional front-line service to customers, visitors, trades personnel, staff and the general public and manage booking system for horse riding lessons.

### **Organisation Information**

Cherry Orchard Equine Centre CLG. is a non-profit organisation established in 2003 to provide education, training and support services to young people and early school leavers in Cherry Orchard, Dublin 10. There are three core services within the Centre, including a Youth Service, an Equestrian Centre and Community Training Centre.

The Centre serves up to 650 youths per week through formal education and training programmes, structured youth work groups, activities, and horse riding programmes.

There are 40 staff working across all services, and the Centre is open 6 days per week to the public from 8 am until 9 pm. The Centre endeavours to deliver its services seamlessly in an integrated fashion to maximise outcomes for young people.

The Centre is a very busy work environment, and the primary users are young people between the ages of 6 and 24 years. It is critical that all employees enjoy working with young people and demonstrate integrity, honesty, and empathy. An interest in horses is also beneficial.

### **Main Duties and Responsibilities**

- Greet and welcome visitors
- Direct visitors to the appropriate person and office
- Answer, screen and forward incoming phone calls
- Ensure the reception area is tidy and presentable
- Provide basic and accurate information in person and via phone/email
- Receive, sort and distribute daily mail/deliveries
- Maintain office security by following safety procedures and controlling access via the reception desk
- Manage horse riding lessons through an online booking software
- To undertake any other responsibilities and duties as may reasonably be assigned by your Manager
- Attend weekly team meetings

## Requirements

- Previous experience in a similar role
- Proficiency in Microsoft Office Suite
- Professional attitude and appearance
- Written and verbal communication skills
- Organisational skills
- Multitasking and time-management skills
- Customer service skills
- Completely Flexible

## Pay and benefits

- Competitive hourly rate
- Canteen
- Free car park
- Access to employee PRSA scheme
- Access to bike-to-work scheme
- Exceptional leave packages

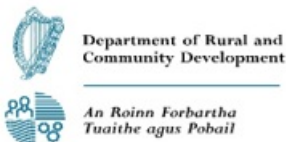
## Eligibility to apply

Due to the conditions of the funding, the organisation will prioritise applicants who satisfy one the following eligibility criteria.

1. Persons in receipt of Jobseeker's Benefit (JB), Jobseeker's Assistance (JA), one parent family payment (OPF) or the Jobseeker Transitional Payment
2. Persons in receipt of disability allowance (DA), invalidity pension, blind persons pension or other disability benefit.
3. Travellers in receipt of Jobseeker's Benefit or Jobseeker's Assistance or one parent family benefit.
4. Stabilised and recovering drug mis users.
5. People employed from Tús, Gateway, Community Employment (CE) and Job Initiatives (JI) schemes are deemed eligible but cannot simultaneously hold a CSP and Tús/Gateway/CE/JI/RSS position. Former RSS workers who were previously CE participants are also eligible.
6. Ex prisoners.

## To apply:

**Please submit an up to date CV along with a covering letter** outlining how you meet the criteria required. Send your application to [operations@cherryorchard.ie](mailto:operations@cherryorchard.ie) (<mailto:operations@cherryorchard.ie>) by the closing date, Wednesday 27th of November 2024 @ 8pm. Late applications will be excluded. COEC is an equal opportunities employer. For further information, please contact Amanda Maher at 01-6209160, [operations@cherryorchard.ie](mailto:operations@cherryorchard.ie) (<mailto:operations@cherryorchard.ie>).



***These positions are supported by the Department of Rural and Community Development and Pobal through the Community Services Programme.***

### Region

Dublin 10

### Date Entered/Updated

14th Nov, 2024

### Expiry Date

27th Nov, 2024

<b>Attachment</b>	<b>Size</b>
<u>Part-Time Receptionist- Job Spec.docx</u>	47.16 KB

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**Source URL:** <https://www.activelink.ie/vacancies/community/112150-cherry-orchard-equine-centre-receptionist-part-time>