

ARC Family Resource Centre: Administrator (Part Time, Temporary Cover) (<https://www.activelink.ie/node/112765>)



Part-Time Administrator (Temporary Cover)

ARC Family Resource Centre is looking for an experienced Administrator to join our team. ARC Family Resource Centre develops and delivers a community-based response to the priority needs and issues relevant to the lives of people living in the target communities, thereby improving their quality of life. We work in Adamstown, Raheen and Clonroche and outreach in the surrounding area.

The purpose of this job is to provide essential administrative support to ensure the smooth operation of ARC Family Resource Centre. This includes managing day-to-day office tasks, maintaining records, assisting with program coordination, and providing support to both staff and families who access the centre. The role requires a highly organised individual who can work independently and as part of a team to ensure that administrative functions are carried out efficiently and professionally.

Key Responsibilities:

- Answering phone calls, responding to emails, and managing general inquiries from families and community members.
- Maintaining accurate records of participants information, appointments, and program participation in compliance with confidentiality policies.
- Scheduling and managing the centre's calendar for programmes, meetings, and events.
- Assisting in the coordination of family support work, programmes, workshops, and community events by preparing materials, setting up spaces, and providing logistical support.
- Processing and managing correspondence, including creating and distributing newsletters, reports, and promotional materials using traditional and social media.
- Maintaining office supplies and ensuring the office is organised and well-equipped.
- Assisting with the preparation and submission of funding reports and applications.
- Ensuring that programme data and participant information is accurately entered and tracked in the centre's databases.
- Supporting the Centre Manager and other staff members with administrative tasks as needed.
- Assisting with basic bookkeeping and managing petty cash when required.
- Contributing to the promotion and outreach efforts of the Family Resource Centre through social media, local advertisements, and other community engagement initiatives.
- Ensuring the centre's policies and procedures are followed and contributing to a welcoming, inclusive environment for all families and visitors.
- Avail of and participate in training and development opportunities.
- Work as part of the wider staff team of Raheen Community Development Group. This will involve participating in planning sessions, meetings, reviews and contributing to building a strong team at local levels in the areas we work.
- Contribute to the maintenance of and provision of a clean and safe environment in our Centres and outreach venues.

Note: This Job Description will be reviewed and updated in line with the needs of the work.

Essential Criteria:

- Proven experience in an administrative role, preferably within a family support or community-based organisation.
- Excellent organisational skills with the ability to multitask and manage competing priorities.
- Strong verbal and written communication skills.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Proficient in using office software (Microsoft Office Suite, Google Workspace, etc.), and familiarity with database

management.

- Strong attention to detail and high levels of accuracy in record-keeping.
- Ability to work independently and as part of a team.
- Friendly, approachable, and professional approach when interacting with staff, families, and the public.
- Flexibility to adapt to changing demands and priorities.
- Ability to work within the mission and values of the Family Resource Centre, promoting inclusivity, respect, and community well-being.

Desirable Criteria:

- Previous experience working in a family resource centre, family support service, or similar community-based environment.
- Knowledge of community resources available to families, children, and vulnerable individuals.
- Familiarity with basic bookkeeping or financial management systems.
- Experience with social media management or community outreach.

Details of the post:

Salary: Will be based on experience and paid pro rata, the first point of the scale is €34,133.00 Gross for full time (35hrs)

Location: ARC FRC Raheen, Wexford.

Hours: 17 Part-time hours (flexible based on the candidate's availability and centre needs).

Days: To be agreed. Occasional evening & weekend work is a requirement of this role.

Contract: 1-year fixed term. All ARC FRC contracts are subject to continuous funding. The contract is subject to a probation period of 3 months.

Closing date: The closing date for applications is 5pm Friday 17th January 2025.

This post holder will be required to complete our Garda vetting process.

To Apply:

Please email your cover letter and CV to Debbie@manager@arcfrc.ie (<mailto:manager@arcfrc.ie>) outlining your experience to date and why you feel that you are the right person for the role. Please use the above email for any queries in relation to the role.

Interviews will be scheduled to take place on the week beginning Jan 27th. **Ref: Part-Time Administrator (Temporary Cover)**

ARC FRC is an equal opportunities employer.

This Post is funded by TUSLA – National FRC Programme for 2025.

Region

Raheen, Wexford

Date Entered/Updated

18th Dec, 2024

Expiry Date

17th Jan, 2025

Source URL: <https://www.activelink.ie/vacancies/community/112765-arc-family-resource-centre-administrator-part-time-temporary-cover>