

Restorative Justice Services: Administrative Officer **(<https://www.activelink.ie/node/113190>)**



Restorative Justice Services (RJS) is a registered charity that works restoratively with people affected by crime. In partnership with our stakeholders, we offer restorative programmes that focus on meeting the needs of victims of crime whilst challenging the behaviour of those who offend.

(Note: RJS is a Restorative Justice organisation; it does not provide legal advice to its participants.)

Role

Restorative Justice Services is seeking an **Administrative Officer** to join its Team. The administrative officer role is based onsite in our Office in Marshalsea Court, Dublin 8, however, travel will be associated with this post.

This is currently a permanent post for 30 hrs per week.

Duties and Responsibilities (See full Job Description)

- Reception and general office management duties
- Administration duties
- Referral and Case related administration duties
- Service delivery support
- Website and social media administration

Note: The duties listed in the job description are not exhaustive and you may be expected to perform other duties as are reasonable in the course of your work with Restorative Justice Services.

Person Specification (See full Person Specification)

Essential

- Available to work 30 hours per week/ 4 days Monday to Thursday, between 9.15am and 17.30pm.
- Minimum QQI5 level certificate or equivalent recognised in Ireland
- 3 years experience with similar responsibilities in a busy office environment
- Fluency in the English language both written and oral
- Excellent knowledge and understanding of general office administrative duties.
- Excellent I.T proficiency, including Office, Microsoft Teams and CRM/Database.
- Proven track record of data reporting and analysis skills.
- Excellent interpersonal and organisational skills.
- Experience in engaging with various stakeholders, including members of the public, statutory and non- statutory organisations.
- Excellent verbal and written communication skills.
- Understanding of GDPR and management of sensitive information.

Benefits in working with Restorative Justice Services

- 27 Annual Leave Days (pro-rata)
- 2 Organisation Days (At Christmas and Easter)
- Sick Leave scheme
- Employment Assistance Programme
- Commuter Tax Travel Savers Ticket
- Pension after successful completion of probation scheme

To apply

- Send a copy of CV and a cover letter to recruitment@rjs.ie (<mailto:recruitment@rjs.ie>) by close of business Friday 31st of January 2025. Applications received after the deadline will not be considered.
- Please mention "Administrative Officer" in the subject line of your email.
- In-person interviews will take place on Tuesday 11th February 2025 and a skills test will take place for those who are called back on Friday 14th February 2025

Selection Process

- **Selection will involve short-listing of applicants for interviews based on cover letters and CVs submitted. The short-listing selection criteria are based on the requirements of the job as outlined in this job description. Only short-listed applicants will be contacted.**
- **The post will be subject to Garda Vetting.**
- Canvassing will disqualify.
- RJS may form a panel from which future vacancies may be filled.

Restorative Justice Services is an equal opportunities employer

Region

Dublin 8

Date Entered/Updated

16th Jan, 2025

Expiry Date

31st Jan, 2025

Attachment

[Administrative Officer - Final January 2025.pdf](#)

Size

205.15
KB

Source URL: <https://www.activelink.ie/vacancies/civil-liberties-human-rights/113190-restorative-justice-services-administrative-officer>