

## **Women's Collective Ireland (Dún Laoghaire): Project Worker (Part Time) (<https://www.activelink.ie/node/113266>)**



Women's Collective Ireland (WCI) are recruiting for the following position:

### **Project Worker**

at WCI Dún Laoghaire, part-time - 18 hours per week. Office based role at 57 Ennel Court, Loughlinstown, Ireland, Co. Dublin – A96YR72

This position offers an opportunity to work in a feminist community development project that supports women's equality and women's well-being.

Employed by the WCI Board of Management, the Project Worker is responsible for carrying out the day-to-day administration of the WCI Dún Laoghaire office, including the responsibility for the preparation and administration of finances, state body returns, annual budgets, and financial reporting.

### **The successful candidate will have:**

- A minimum of 2 years' relevant financial experience
- A relevant financial administration qualification or equivalent
- Excellent communication, administration and report writing skills.
- Proficiency in Microsoft Word, Excel, and PowerPoint
- Excellent organisation and communication skills.
- The ability to outreach and engage with women in the local area.
- The ability to promote WCI Dún Laoghaire.
- The ability to work as part of a team.

### **Benefits Package working with Women's Collective Ireland are:**

- Access to a Pension Plan (following completion of probation period)
- Access to HSF (Hospital Saturday Fund) – Private Health Insurance
- 25 days annual leave (pro rata)
- 2 additional agency days per annum

The salary for this post is based on the starting point of WCI Project Worker Salary Scale - €28,081 (pro rata)

**To request an application form please contact: Fathima Reema Sain at - [recruitment@womenscollective.ie](mailto:recruitment@womenscollective.ie) (<mailto:recruitment@womenscollective.ie>)**

Applications must be made by application form only.

Closing Date for applications is on 7th February 2025 at 5:00 pm. Shortlisting may apply.

This post is subject to funding (Department of Children, Equality, Disability, Integration and Youth)

WCI is an Equal Opportunities Employer

**Region**

Loughlinstown, Co Dublin

**Date Entered/Updated**

20th Jan, 2025

**Expiry Date**

7th Feb, 2025

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**Source URL:** <https://www.activelink.ie/vacancies/civil-liberties-human-rights/113266-womens-collective-ireland-dun-laoghaire-project-worker-part-time>