

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>)

Applications must be made by application form only.

Closing Date for applications is on 21st 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

21st Feb, 2025

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