

Women's Collective Ireland (Lucan): Project Worker (Part Time) **(<https://www.activelink.ie/node/113267>)**



Women's Collective Ireland (WCI)

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

Project Worker

at WCI Lucan, part-time - 21 hours per week (over 4 days).

Office based role at Ballyowen Youth & Community Centre, Ballyowen Lane, Ballyowen, Lucan, Co. Dublin, K78N263

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 Lucan 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 Lucan.
- 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 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

Lucan, Co Dublin

Date Entered/Updated

20th Jan, 2025

Expiry Date

7th Feb, 2025

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