

Acquired Brain Injury Ireland: Administrator - On With Training & Employment Programme (Part Time) **(<https://www.activelink.ie/node/113816>)**



Administrator - On With Training & Employment Programme Remote/National (Fixed-Term, Part-Time, 10 hours)

Do you want to make a real difference through your work?

Join our team at ABI Ireland, be fulfilled!

We are currently recruiting for an **Administrator** to join our **On With Life Programme for Training & Employment - Building Brighter Futures 2025 - 2026** project. The role will include occasional travel, so access to a full driving licence with access to a vehicle is essential.

This is a **Fixed-Term, Part-Time, 10 hours** contract. The end date of this contract is 31-12-2026.

Salary - **€30,928 - pro rated**

Acquired Brain Injury Ireland provides community-based rehabilitation services for people living with a brain injury in Ireland. Our mission is to serve, advocate, empower and support people impacted by brain injury to rebuild their lives. Every day we work with survivors of brain injury in their homes and communities, in our Clubhouses and residences, helping them to work towards achieving their personal goals and maximising their independence.

Our "On With Life" programme has three strands:

1. Supporting families/carers of adults with Acquired Brain Injury (ABI).
2. Supporting parents/carers of children with ABI.
3. On With Training & Employment, supporting carers/family members and parents of individuals with an ABI to return to training, education, or employment.

The role of the On With Training & Employment Administrator is to support the Facilitator of the Programme to ensure the effective coordination and delivery of the Pobal funded "On With Training & Employment – Building Brighter Futures project" for family carers of individuals affected by an ABI. This position will provide administrative support to the project co-ordinator and project facilitator to support carers who have a family member living with an acquired brain injury to assist them to return to employment education or training.

Role Duties:

- Liaise with staff, public and outside agencies in a confidential, courteous and professional manner reflecting the ethos of the Acquired Brain Injury Ireland Foundation
- Maintaining recording systems of Carers / Family member referrals
- Support the Project Facilitator with group development and co-ordination
- Managing database of referrals
- Support On With Life staff with purchase orders and financial transactions
- Provide administrative assistance to On With Training & Employment Programme as required
- Ordering stationery and office supplies for the On With Life Programme
- Undertake training as required by On With Life Programme Project Facilitator
- Carry out other ad-hoc administration duties as they arise
- Communicating Programme Information with participants of the Training and Employment programme
- Maintain confidentiality when processing information of a private and sensitive nature
- At all times work within the Health and Safety guidelines of Acquired Brain Injury Ireland
- Take personal responsibility for participating in mandatory training to ensure safe practices

Essential Criteria:

- Qualification/course in an office administration/procedures/IT systems would be an advantage
- An advanced administrative background
- Full driving licence, with access to own vehicle
- Previous administrative and relevant work experience
- Excellent inter-personal and communication skills

- Speaks and writes English to a high standard
- IT skills that include Word, Excel, PowerPoint, ZOOM Meeting & Webinar Management, Microsoft Teams, Databases and Microsoft outlook including Calendar Management
- Ability to work on own initiative and as part of a team
- Enthusiastic, flexible, adaptable, diplomatic and open to change
- With attention to detail be able to process and distribute information quickly and efficiently
- An ability to adapt to changing situations quickly
- Excellent time management and organisational skills
- An ability to support the maintenance of client records and programme documentation
- Provide excellent communication skills to families and relevant agencies by being a point of contact for the programme
- Excellent knowledge of computer packages and online platforms
- Knowledge of event management and accounts

Desirable Criteria:

- Previous experience of working in an area of disability

Role Benefits:

- Competitive Annual Leave entitlements
- Access to ABII's defined contribution pension scheme (*applicable for eligible employees with service requirements*)
- Flexible working and Work Life Balance Initiatives in place
- Free life cover benefit (2 times gross salary tax free)
- Revenue approved mileage rates
- Employee Assistance Programme
- Bike to Work Scheme
- Long Service Awards
- Paid Maternity Leave
- Career development opportunities
- Comprehensive induction and training programme including specialist brain injury training
- Access to Health Care Staff Credit Union

If this sounds like you, we would love to hear from you!

For a full job description: [Click Here](https://recruiter.hr-manager.net/Export/Attachments/ViewFileManagerDocument.aspx?id=091fe716-6518-491e-b06e-788a8ca27e09&cid=54) (https://recruiter.hr-manager.net/Export/Attachments/ViewFileManagerDocument.aspx?id=091fe716-6518-491e-b06e-788a8ca27e09&cid=54)

Informal enquiries can be made to:

Dolores Gallagher - dgallagher@abiireland.ie (mailto:dgallagher@abiireland.ie)

Closing Date: 02-03-2025 at 5pm!

Interviews will be held: Held on 12th & 13th March 2025



'This project was approved by Government with support from the Dormant Accounts Fund'

A Panel May Be Formed From Which Future Permanent, Specified Purpose, Full or Part Time Roles May Be Filled

"For information on ABII's adherence to DP laws (Data Protection Acts 1988-2018 and the GDPR) and practices, please refer to our Privacy Policy, which can be found on our website (abiireland.ie/privacy-policy/)"

[Apply Here \(https://candidate.hr-manager.net/ApplicationInit.aspx?cid=54&ProjectId=181592&DepartmentId=21692&MediaId=5438&SkipAdvertisement=true\)](https://candidate.hr-manager.net/ApplicationInit.aspx?cid=54&ProjectId=181592&DepartmentId=21692&MediaId=5438&SkipAdvertisement=true)

Region

Nationwide / Remote

Date Entered/Updated

14th Feb, 2025

Expiry Date

2nd Mar, 2025

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