

Barnardos: Administrator (Part Time) - Dublin **(<https://www.activelink.ie/node/113894>)**



Ireland's leading children's charity is recruiting:

Administrator, Dublin

Location: Newlands Cross, Clondalkin

Contract: Part time (19 hours) and Specific Purpose Maternity Leave Contract

Salary: €13,199 - €20,446 This is the pro-rated salary for 19 hours

Why work at Barnardos?

Are you a purpose driven individual who is passionate about making a difference and helping some of society's most vulnerable children? At Barnardos, we pride ourselves on delivering impactful services that make a difference to the lives of children and families across Ireland.

We believe that childhood lasts a lifetime. As trauma informed specialists our core purpose is to provide the necessary support for children to overcome childhood adversity, embedding a trauma informed ethos and practice into every service we provide.

What we can offer you?

- As a Project Administrator, we appreciate the value of your time when providing essential services, that's why we have the necessary support structures and network in place that will allow you to make a real impact on the lives of children across Ireland. We also offer the following:
- Barnardos offers a competitive salary – recognising the experience you bring to the role
- Generous annual leave entitlements plus discretionary Company days
- Employee pension scheme with employer contribution/ Company Sick Pay Scheme
- Access to regular trauma informed support, supervision, training and many other professional development opportunities
- Tax saver and bike to work schemes in operation
- Access to the Employee Assistance/Wellbeing programme for employees and their immediate family members

What's the role and service?

The Administrator will work to support Dublin South Regional Office including the Young Parents Support Programme (YPSP).

Barnardos work is partnership-based – working in close partnership with families, statutory bodies and voluntary agencies, to bring about better outcomes for children, using a mind, heart, body, approach.

The Young Parent Support Programme (YPSP) provides a response to vulnerable families headed by younger parents, and delivers preventative support services for both the parents and their children.

What will my day to day look like?

- Supporting the Assistant Director and the service with administration using relevant IT packages.
- Assisting project staff with the establishment and maintenance of their files and record keeping systems.
- Reviewing and overseeing expenditure in-line with the Finance policy and practice to ensure receipts and invoices are processed effectively.
- Supporting the team with procurement and purchase of resources to support the work with children and their families.
- Welcoming visitors and services users including children, parents and families as required.
- Providing administrative support with the daily running of the regional office building including maintenance issues and facilities

What experience / qualifications do I need?

- Minimum of two years' directly relevant experience essential.
- Junior cycle certificate of achievement or equivalent level of education minimum.

For full job description and to apply please visit [Current Job Vacancies – Barnardos](https://www.barnardos.ie/about-us/careers/current-job-vacancies/) (<https://www.barnardos.ie/about-us/careers/current-job-vacancies/>)

Closing date: 12pm 4 April 2025

Interview date: To be Confirmed

Shortlisting will apply (please note, CVs are not accepted on their own, candidates must complete and submit our application form through Barnardos website).

Barnardos is an equal opportunity employer.

We celebrate diversity and are committed to creating an inclusive environment for all.

Region

Dublin 22

Date Entered/Updated

18th Feb, 2025

Expiry Date

4th Apr, 2025

Source URL: <https://www.activelink.ie/vacancies/children-youth/113894-barnardos-administrator-part-time-dublin>