

Fingal County Childcare Committee: Office Administrator (Part Time) (<https://www.activelink.ie/node/113921>)



FINGAL COUNTY
CHILDCARE COMMITTEE
COISTE CÚRAIM LEANAÍ CHONTAE FHINE GALL

Office Administrator (Part Time)

Employer: Fingal County Childcare Committee

Job Title: Office Administrator

Working Hours: Monday to Friday (15 hours per week) This position is on-site due to the nature of the role.

Job Type: Fixed Term Contract

Reporting to: The Office Administrator will be responsible to the Board Management of the Fingal County Childcare Committee (FCCC) and will report directly to the FCCC Manager

Overall Aim

Fingal County Childcare Committee (CLG) are seeking a detail-oriented and highly motivated Administrator to join our team. The Administrator will work together with the FCCC Board, Manager and other staff members, to support the implementation of the annual DCEDIY Local Implementation Plan (LIP), through yearly Action Plans and to assist their development.

Duties and Responsibilities in Job Description

This job description is not intended to be an exhaustive list of duties and responsibilities and may be reviewed from time to time to reflect the changing needs of the work and the position. The Administrator will also attend to any other reasonable additional duties deemed relevant to the post, as and when required.

Key role and responsibilities

- Providing a range of supports to ensure the effective and efficient running of the FCCC office. Supports include being the first point of contact for callers to FCCC, logging and dealing with incoming/outgoing post and providing any other relevant admin support that may be necessary
- Set up annual Action Files in the FCCC Office
- Support both the Finance Officer and Finance Administrator with the administration of DCEDIY small grants i.e. Childminding Development Grant, Parent & Toddler and Learner Fund etc.
- Deal with incoming queries from providers and parents in Fingal via phone and email. Signpost parents looking for childcare to the Tusla Spreadsheet and transfer callers seeking information and support to the relevant staff member
- Use Sendmode – an internal Fingal Reporting system – to record all aspects of work undertaken via the LIP including the updating Fingal providers details on sendmode to include vacancies
- With the support of the Development Team, creation and circulation of weekly e-bulletins for EY Providers. These weekly bulletins include key dates, training and announcements in the sector and are setup using Canva Software.
- Collaborative work with Development Officers, DCEDIY, Pobal, Better Start, and any other relevant agencies within the sector as required.
- Supporting the planning, roll-out, and evaluation of training events – including with the Programme Information Officer, maintaining the annual FCCC Training Calendar, booking rooms in the DOC Offices and external facilities as required and managing DOC Room Hire Spreadsheet, organising Refreshments, room setup, development of training spreadsheets under relevant objectives and actions, photocopying of materials, advertising training and disseminating links, and any other administrative duty that may be deemed necessary as required.
- Assisting in finance/audit support/admin functions.

- Assisting and setting up FCCC Board and Staff Meetings online and in-person.
- Responsible for the overall upkeep of the office, maintaining equipment and stationary orders.
- Keep abreast of national and local developments in the childcare sector.
- Undertake other relevant tasks and duties as they may arise.

Administration

- Support the FCCC Manager with relevant documentation/reports required for quarterly/mid-year/end of year reports.
- Support the FCCC Development Team with admin duties on LIP Actions
- Maintain database and dissemination of any books, flyers, posters etc. to ELC/SAC services in the DOC offices in relation to any LIP action i.e. Aistear Book, Tusla Handwashing posters, CM Flyers etc.
- Participate in any DCEDIY led data gathering activities that may be assigned to you.
- Record all action activity assigned to you on relevant project/action files.

Other Duties

- To attend meetings and conferences as appropriate
- To attend evening and weekend meetings as may be required from time to time
- Undertake any duties that may be assigned.

Person Specification

The following are the Essential and Desirable attributes that the FCCC is seeking for this post:

Essential

- Experience: At least 3 years Office/Admin Experience
- Technical Skills: Proficient in Microsoft Office Suite, especially Excel and SharePoint.
- Attention to Detail: Ability to identify discrepancies and ensure accuracy in financial data.
- Communication Skills: Strong written and verbal communication skills, with the ability to communicate effectively with internal and external stakeholders. Fluent in English.
- Organisation: Excellent organisational skills and the ability to handle multiple tasks with tight deadlines.
- Problem Solving: Proactive in identifying and resolving financial discrepancies.
- Strong Team Ethics and ability to work on own initiative

Desirable

- Knowledge of the Childcare and Not-for-profit/charity sector
- Excellent organisational, time management and interpersonal skills
- Excellent telephone manner
- Flexibility and willingness to work some out of office hours if the need arises.
- Full drivers licence is desirable
- Willingness to grow and learn with the position in order to best support the FCCC local implementation plan

About the Role

- The pro-rata salary for 15 hours is €11,112 gross per annum and will be paid fortnightly in arrears into a nominated Bank Account by EFT.
- 26 days annual leave per annum excluding Public Holidays (This is the annual leave based on a full-time role).
- Candidates are subject to Garda Vetting.
- Access to Employee Assistance Programme.
- FCCC operates a contributory pension scheme on completion of probation period (6 months).
- Positive and collaborative work environment.
- Access to Sick Pay Scheme on successful completion of probation (6 months duration).
- FCCC is funded by the Department of Children Equality Disability Integration & Youth as a support to the local early years sector in Fingal. All roles within the company are subject to continuation of this funding and any terms and conditions associated.
- The nature and duties of this role may be subject to revision and change from time to time in line with developments within the sector and with the company's funders and stakeholders.

Application Process:

For both positions interested candidates should submit a typed application form (see attached) and CV to info@fingalcountychildcare.ie (mailto:info@fingalcountychildcare.ie).

Closing date for receipt of applications is **5.00pm on Wednesday the 26th of February 2025**.

Please include "**Office Administrator**" in the subject line of the relevant advert.

FCCC is an Equal Opportunities employer; funded by the Department of Children Equality Disability Integration & Youth through POBAL.

Region

Swords, Co Dublin

Date Entered/Updated

19th Feb, 2025

Expiry Date

26th Feb, 2025

Attachment

[FCCC Part-time Office Administration Application Form 2025.docx](#)

Size

49.48
KB

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