

Daughters of Charity Child and Family Service: Administrator (Part Time) - Cherry Orchard **(<https://www.activelink.ie/node/114377>)**



Would you like to work with a skilled & experienced team in a dynamic & challenging environment for a progressive & professional organisation?

The DoCCFS are seeking applications to the

post of Part time (20hr) Administrator Admin placement on our Family Centre team in Cherry Orchard

The Daughters of Charity Child and Family Service (DoCCFS) is a publicly funded not for profit organisation. We provide a range of therapeutic supportive services to children and families based in the greater Dublin region. We are a research-informed organisation, led by the values of honesty, justice, fairness, respect and compassion. We put people first, and we are committed to ensuring that the services we provide make a difference. This is reflected in our organisational Strategic Plan, which is based on root and branch consultations with those we serve, our valued teams who provide the service, as well as the leadership and external partners. We invest significantly in supporting our people to the highest level. Our services include: Early Childhood Development Service (ECDS) Family Centre Service Dublin Safer Families Service Assessment Services

The Administrator will support the effective running of the Family centre. The role will be based in a nominated Family Centre and may be offered on a part-time basis (20 hours).

Key Responsibilities

- General office administration, including filing, faxing, photocopying, and binding.
- Reception duties, answering telephone calls, and meeting and greeting visitors.
- Word processing, typing, and correspondence management (post, e-mail, fax).
- Administration and maintenance of data systems, including inputting, preparing, and processing data and statistics as required.
- Assisting Centre Managers and Family Workers in report preparation.
- Managing petty cash and ordering office, cleaning, and kitchen supplies.
- Minute-taking and maintaining/updating files and records.
- Preparing reports and supporting data management tasks.
- Compiling statistics and other duties as required.

Skills and Competencies

- Strong organisational and administrative experience (minimum 3 years in a similar role).
- Excellent written and verbal communication skills.
- Proficient in MS Word, Excel, PowerPoint, and Access.
- Ability to maintain and organise accurate data and records.
- Team-oriented with a flexible approach to work.

The position offers a **competitive salary**, with the Grade 3 scale ranging from **€26,621.21 – €42,296.78 pro rata**.

CV can be forwarded to hr@docharity.ie (<mailto:hr@docharity.ie>) before 4th April 2025.

A job description for the role is also available on request.

Successful applicants will be placed on a panel from which current and future appointments will be made. The panel will be valid for twelve months.

Details of the organisation are available at <http://www.docchildandfamily.ie/> (<http://www.docchildandfamily.ie/>)

Successful candidates will benefit from ongoing investment in training and development; will have regular professional supervision and will be eligible for benefits such as competitive salary, credit union scheme and health insurance group scheme.

The Daughters of Charity is an Equal Opportunities Employer

Honesty, Respect, Fairness, Justice & Compassion

Region

Dublin

Date Entered/Updated

12th Mar, 2025

Expiry Date

4th Apr, 2025

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