

## **Fostering First Ireland: Business Administrator** **(<https://www.activelink.ie/node/114447>)**



Fostering First Ireland are recruiting an enthusiastic person for an administrative role in business support. We have the following position available:

### **Business Administrator – Proof Reading and Copy Editing**

#### **Full Time (Fixed Term – 12 months)**

Fostering First Ireland is a leading national independent fostering agency that is part of the international Key Assets Group. The role offers the opportunity to work within a global company providing high quality and safe services in an environment that supports continuous improvement, learning and innovation.

We are looking for a dynamic, enthusiastic, self-motivated worker who can both work independently and collaboratively within an organisation committed to best practice. If you want to be part of a global organisation that is making a difference and changing lives, FFI may be the place for you.

\*Salary €30,000 to €33,000 depending on experience.

#### **Main Responsibilities:**

- Proofreading / Copy Editing for Quality Assurance - ensure reports are read thoroughly and checked for grammatical, typographical, and formatting errors.
- Ensure reports are easy to read and the content follows the prescribed structure per reporting templates.
- Ensure reports are checked against Letters of Instruction for accuracy
- MDT Clinic operations - Provide on-site assistance to clinicians and related staff
- Welcoming clients and clinicians and promoting a positive experience for all
- Assist with appointment reminders, follow ups, and bookings
- Provide administrative support regarding Referrals / Case management and Clinic Bookings.
- Preparing and issuing standard quotes, fee notes, record keeping
- Maintain an effective electronic tracking system
- Preparation of accurate reports and documentation

\*\*Provide MDT Assistance to Clinical Leads on request\*\*

1. This may involve completing semi structured, information gathering interviews with parents/carers, teachers under the supervision of the Clinical Lead (Senior Psychologist, Senior SLT or Senior OT).
2. Observation of clients in clinic or at school /preschool subject to professional guidance and approval of Clinical Lead.
3. In such instances your role would be specified as a Psychology Assistant for the purposes of any professional report produced.

\*\*Please note a minimum of 2.1 in Psychology Hons degree is required (2.1 Master's degree level is preferable) to act as Psychology Assistant per PSI guidelines. No contractor can be assigned these specific tasks in the absence of said qualifications.

#### **Requirements:**

- You will need relevant work experience in a demanding administrative role
- You will provide comprehensive and flexible administrative support
- You will be a self-starter, comfortable with taking initiative and a creative problem solver
- You will have good attention to detail and be able handle changing priorities and deadlines
- You must have good organisational, IT and paperwork management skills

- Previous work experience in proof reading and copy editing desirable but not essential

For further information on Fostering First Ireland please visit our website or for an informal discussion please contact **Sarah Treacy** on **087 7024569** (Tel:0877024569) or **[sarah.treacy@ffi.ie](mailto:sarah.treacy@ffi.ie)** (<mailto:sarah.treacy@ffi.ie>)

Please see our full Job Description and Person Specification attached. To be considered for this role, you must complete our application form in full.

Closing date for receipt of applications is the **31st March 2025**. Please email completed application forms along with your CV to **[jobs@ffi.ie](mailto:jobs@ffi.ie)** (<mailto:jobs@ffi.ie>)

Please note shortlisting of applicants will apply.

**Region**

Dublin 8

**Date Entered/Updated**

14th Mar, 2025

**Expiry Date**

31st Mar, 2025

<b>Attachment</b>	<b>Size</b>
<a href="#">JD_BSO_MDT_Service_March_2025_FINAL.pdf</a>	205.5 KB
<a href="#">FFI_Application_Form_MDT_March_25.docx</a>	77.03 KB

---

**Source URL:** <https://www.activelink.ie/vacancies/children-youth/114447-fostering-first-ireland-business-administrator>