

Roscommon Women's Network: CycleUp Textiles - Administrator (Part Time) (<https://www.activelink.ie/node/114472>)



CycleUp Textiles Social Enterprise of Roscommon Women's Network (RWN). Are Recruiting a

Part-time Administrator

Position Information:

Job Title: Office Administrator

Employer: Roscommon Women's Network

Location(s): CycleUp Textiles, Riverside Centre, Athleague, Co. Roscommon

Reporting to: CycleUp Textiles Manager

Contract: Part-time, Fixed-Term Contract

Hours: 19.5 hours per week

Purpose of the job:

The overall purpose of this position is to manage the day-to-day administration and sales and marketing activities of CycleUp Textiles social enterprise to ensure efficient administration and the sustainability and growth. To work as part of the CycleUp Textiles and wider RWN team to engage and support the development, capacity building, training and networking of women in the local area.

This role involves general and financial administration and sales support and implementation to support our mission.

Key Responsibilities

1. To be accountable to the CycleUp Textiles Manager and RWN manager and participate in regular team meetings.
2. To manage the day-to-day finance administration and general administration involved in running the Social Enterprise.
3. To assist in the implementation of the Sales and Marketing strategy.
4. To support the project to source funding and with fundraising activities.
5. With other team members to network with other community organisations and local agencies to support women's participation in CycleUp Textiles.

Qualifications & Skills Required:

- Qualification and/or previous experience in business administration or a related field would be required.
- Any additional certifications in office management, bookkeeping, or customer service would be desirable.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook), Social Media Platforms and Website Software.
- Problem-solving skills would support the ability to handle administrative challenges and provide solutions.
- Strong analytical and budgeting skills.

- Attention to detail which ensures accuracy in administrative tasks and documentation.
- Previous experience in volunteering, community development and a compassionate approach to working in a diverse and inclusive team environment.
- Excellent communication and negotiation abilities.
- Commitment to the organisation's mission and goals. A full job description can be found on www.cycleup.ie/vacancies (<http://www.cycleup.ie/vacancies>)

Application Process

To apply, please send your Curriculum Vitae as well as a cover letter by email marked "**Administrator**" to churley@rwn.ie (<mailto:churley@rwn.ie>) **by Monday 31st March at 6pm**. Interviews will take place on the week starting on the 7th April.

Region

Athleague, Co. Roscommon

Date Entered/Updated

18th Mar, 2025

Expiry Date

31st Mar, 2025

Source URL: <https://www.activelink.ie/vacancies/civil-liberties-human-rights/114472-roscommon-womens-network-cycleup-textiles-administrator-part-time>