

Inclusion Ireland: Administrator **(<https://www.activelink.ie/node/114706>)**



Administrator

Inclusion Ireland is a national advocacy organisation that works to promote the rights of people with an intellectual disability.

Inclusion Ireland uses the **Convention on the Rights of Person with Disabilities (CRPD)** as the focus for all of our work.

We are looking for an experienced Administrative professional to join our team, who has a passion for technology, as a key part of this role is using technology to make daily operations smoother, support the project teams and keep communication and data organised.

Reporting relationship

The administrator will be part of the dynamic team, reporting directly to the Finance and Governance Lead.

Overall Responsibilities

The successful candidate will be responsible for supporting the team administratively. They will play a key role in developing, maintaining and ensuring the effective administration of the office and support the work of the communications team and the community engagement team. The nature of the role requires the administrator to understand and fully comply the highest standards of confidentiality and adherence to Inclusion Ireland values.

Salary, Terms and Conditions

This position is full-time (7 hours per day- 35 hours per week) and permanent contract. Inclusion Ireland are a flexible and team focused organisation. We offer flexible hours. The salary for this role is 30,809. We offer an employee assistance programme and learning and development opportunities.

Work location: Inclusion Ireland Dublin Office, please note that hybrid or remote working is not available for this role.

Benefits: 5% employer pension contribution, 25 days annual leave per year, 5 discretionary leave days (1 day Good Friday and 4 days over Christmas) and access to Employee Assistance Programme (EAP) services.

Please see attached job description for more details.

Application process:

Inclusion Ireland are an equal opportunities employer. We are pleased to accept applications from individuals with diverse backgrounds and experiences. We value diversity on our team.

Please submit an up-to-date C.V. and Cover letter to info@inclusionireland.ie (<mailto:info@inclusionireland.ie>) **before 5pm Thursday 3rd April.**

If you have informal inquiries, please email info@inclusionireland.ie (<mailto:info@inclusionireland.ie>) or call us on **01 8559891** (tel:018559891).

Region

Dublin 1

Date Entered/Updated

27th Mar, 2025

Expiry Date

3rd Apr, 2025

Attachment	Size
<u>Job description</u>	60.29
<u>Administrator.docx</u>	KB

Source URL: <https://www.activelink.ie/vacancies/civil-liberties-human-rights/114706-inclusion-ireland-administrator>