

## **Kildare Volunteer Centre: Administrator (Part Time)** **(<https://www.activelink.ie/node/114777>)**



### **Vacancy: Part-Time Administrator**

#### **Contract & Hours:**

- Part-time: 17.5 hours per week
- Fixed-term: 1-year contract (subject to funding)
- Salary: €15.25 per hour
- Location: Kildare Volunteer Centre, Kildare Community Development Centre, Kildare Town

**Reporting to:** Kildare Volunteer Centre Manager

#### **About Kildare Volunteer Centre**

Kildare Volunteer Centre is a dedicated organisation committed to supporting and promoting volunteering across County Kildare. As part of the national Volunteer Centre network, we connect volunteers with meaningful opportunities and help organisations develop strong volunteer programmes.

#### **We provide:**

- **For Volunteers:** Personalised guidance, access to volunteering opportunities, and ongoing support.
- **For Organisations:** A free volunteer placement service, best practice advice, training, and garda vetting.

#### **About the Role**

We are seeking an organised and motivated Administrator to support our small team and ensure the smooth operation of the Centre. This role is ideal for someone with strong administrative skills and a passion for community engagement. While this role is primarily office based some travel may be required from time to time.

#### **Key Responsibilities**

- Provide comprehensive administrative support to the Centre Manager and other staff as required.
- Act as the first point of contact for inquiries, handling emails, phone calls, online registrations and in-person interactions.
- Logging all interactions within the CRM system.
- Assist with communications, including website and social media updates.
- Support the planning and coordination of volunteer-related events and training sessions.
- Maintain and update volunteer and organisational records in the CRM system, ensuring data protection compliance.
- Manage office supplies and handle orders as needed.
- Carry out additional administrative tasks as required.

#### **What We're Looking For**

#### **Essential Skills & Experience:**

- Proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint) and database management.
- At least 3 years' experience in an administrative role (volunteer sector experience is a plus).
- Strong organisational and time-management skills with the ability to multitask.
- Understanding of data protection regulations and record-keeping best practices.

## Desirable Skills:

- Experience using Salesforce or a similar CRM system.
- Experience with Wordpress

## Personal Attributes:

- Excellent communication and interpersonal skills, with a strong customer-service mindset.
- High organisational skills and ability to manage multiple tasks effectively with excellent attention to detail
- Self-motivated, proactive, and enthusiastic about community development and volunteerism.
- Ability to work both independently and as part of a team.
- High level of integrity and discretion when handling confidential information.

## How to Apply

Interested? We'd love to hear from you! Please send your **CV and a cover letter** to **David at [David@volunteerkildare.ie](mailto:David@volunteerkildare.ie)** (<mailto:David@volunteerkildare.ie>)

- **Closing Date:** April 16th 2025
- **Interviews:** April 23rd 2025

## Join us in making a difference in County Kildare!

Kildare Volunteer Centre is an equal opportunities employer and welcomes applications from all sectors of the community. We are committed to creating an inclusive and diverse workplace where everyone is treated with respect and provided equal opportunities to thrive.

### Region

Kildare Town

### Date Entered/Updated

31st Mar, 2025

### Expiry Date

16th Apr, 2025

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**Source URL:** <https://www.activelink.ie/vacancies/community/114777-kildare-volunteer-centre-administrator-part-time>