

Barnardos: Receptionist (Part Time) – National Office **(<https://www.activelink.ie/node/115016>)**



Because childhood lasts a lifetime

Ireland's leading children's charity is recruiting:

Receptionist – National Office, Dublin 8

Location: National Office, Christchurch Square, Dublin 8

Contract: Permanent, Part-Time (3 Days – 22 hrs Per Week)

Salary: €26,910.82 - €39,817.50 (LSI €41,392.73)
€16,001 - €23,675 - Pro Rata for 22 Hours (3 days) per week

Why work at Barnardos?

At Barnardos we seek to ensure that we have the best people working with us to support our work with children and families.

We offer a range of employment opportunities from working directly with children and families in one of our services through to supporting that work in advocacy, fundraising or administration.

Barnardos is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all.

What's the role and service?

Location: Barnardos National Office, Christchurch Square, Dublin 8

Responsible to: People & Culture Team Leader

Works with: Internal including P&C Team, Barnardos staff and external stakeholders

Salary: €26,910.82 – €39,817.50 (LSI €41,392.73)
(€16,001 – €23,675 – Pro Rata for 22 Hours (3 days) per week)

Working Pattern: 9am – 5pm, 3 days per week (Monday – Wednesday) - Flexibility required

Job Purpose:

To provide reception, telephonist and administration support to Barnardos National Office and services.

Visitor & Reception Management:

- Welcome visitors and service users; ensure sign-in and notify relevant staff
- Maintain reception area and manage car park rota and meeting room bookings
- Arrange taxis/couriers, recording cost centre and funder info

Communication Handling:

- Manage the Reception and information@barnardos email accounts, answer queries and forward /signpost as appropriate. Distribute general emails/messages received to the relevant staff
- Monitor reception and info email accounts; respond or forward queries as needed
- Open post as required

Admin & Coordination:

- Provide general admin support to National Office teams and help avoid duplication of tasks Inc. Maintain staff and service directories and support Tax Saver Scheme administration, etc.
- Monitor and order stationery; manage franking machine supplies and postage funds
- Match invoices to delivery dockets for payment /Notify staff of donations and issue receipts.
- Keep reception processes documented for cover staff
- Provide weekly handovers and maintain strong communication with co-receptionist

Skills and Abilities:

- Excellent communications and interpersonal skills- a welcoming and warm attitude is essential for this role
- Awareness of confidentiality and the ability to deal with sensitive queries
- Ability to work on own initiative and to consult where appropriate
- Ability to prioritise competing demands and to meet deadline
- Flexibility and adaptability in terms of tasks and time is essential for this post

Experience:

- Minimum of two years' directly relevant experience essential – Receptionist experience a distinct advantage
- Ability to use IT systems such as Microsoft Office Suite-Outlook, Word & Excel essential

For full job description and to apply please visit [Current Job Vacancies – Barnardos \(https://www.barnardos.ie/about-us/careers/current-job-vacancies/\)](https://www.barnardos.ie/about-us/careers/current-job-vacancies/)

Closing date: 12pm Thursday 24 April 2024

Interview date: TBC

Shortlisting will apply (please note, CVs are not accepted on their own, candidates must complete and submit our application form through Barnardos website).

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Region

Dublin 8

Date Entered/Updated

10th Apr, 2025

Expiry Date

24th Apr, 2025

Source URL: <https://www.activelink.ie/vacancies/children-youth/115016-barnardos-receptionist-part-time-national-office>