

ARC Cancer Support Centres: Client Services Coordinator (Part Time) (<https://www.activelink.ie/node/115045>)



Role: Client Services Coordinator

Reporting To: Centre Manager

Location: ARC, 65 Eccles Street, Dublin 7

Salary: €19,600

Contracted Hours: 21 hours per week: Wednesday (9 – 5), Thursday (12 – 8) and Friday (9 – 5)

Closing date for applications: 12 noon, 2nd May 2025

ARC is recruiting a part time Client Services Coordinator. The Client Services Coordinator ensures every client is welcomed and has a caring, supportive, and empathetic experience with ARC as outlined in ARC's mission.

As part of ARC centre team, this role works directly with ARC clients supporting them in accessing the right support at the right time, promoting and delivering on ARC's vision, mission and values. The post is supported by the Centre Manager and works alongside wider team of volunteers, other ARC centres as well as therapists and group facilitators.

About ARC

ARC is a community cancer support centre. We have three Centres across Dublin. Our mission is to provide psychological, emotional, practical, and educational support to people with cancer and those who care for them, through a warm, welcoming and client centred approach and to ensure that everyone in Ireland is aware of, and able to access these services.

Our Centres are a haven from the outside world, offering free-of-charge support to men, women and children affected by cancer and those who care for them. We offer a range of supports including information service by phone, e-mail and drop in, counselling, complementary therapies, survivorship courses, support groups, wellness classes and talks.

Recruitment Process

Application is by cover letter/e-mail and CV outlining how you meet our required experience, qualification and skills, competencies and knowledge. Please refer to Job Description for more information.

Please e-mail Centre Manager, Amanda Clooney: amanda@arccancersupport.ie (<mailto:amanda@arccancersupport.ie>) with Client Services Coordinator in the Subject Line.

Interviews will take place a minimum of 3 weeks from date of closure.

ARC will complete Garda Vetting and reference checks on suitable applicant prior to official confirmation.

ARC is an equal opportunities employer and encourages and welcomes applications for all suitable candidates.

Region

Dublin 7

Date Entered/Updated

11th Apr, 2025

Expiry Date

2nd May, 2025

Attachment**Size**

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Description_ES.docx

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