

<b>Title of Post</b>	<b>Administrator</b>
<b>Location</b>	Limerick South, Southill
<b>Employment Type</b>	Permanent and Part-time, 15 hours per week over 2 days
<b>Salary (Depending on Experience)</b>	€11,421- €17,692 – This is the pro-rated salary for 15 hrs. - <b>Depending on Experience</b>
<b>Contact Person</b>	<a href="mailto:recruitment@barnardos.ie">recruitment@barnardos.ie</a> Denisa /Paula 01-453 0355
<b>Closing Date</b>	Wednesday May 6 <sup>th</sup>
<b>Interview Date</b>	Thursday May 14 <sup>th</sup>

### **Project Administrator Job Description**

**Post:** Administrator

**Location:** Limerick South - Southill

**Responsible to:** Project Leader

**Works with:** Barnardos staff, Regional and National, Service Users, Partner Agencies.

#### **Job Purpose**

To provide an efficient and flexible administrative support service for the Limerick South Project in an integrated way with the wider Barnardos organisation

#### **Core Job Requirements**

- To respond in an efficient friendly and appropriate manner to all communications with the office i.e. post, e-mail, telephone, and in person
- To provide administrative support to the service utilising relevant IT, ensuring documents are presented and formatted to a high standard
- To maintain an up to date and effective filing system
- To maintain an efficient, accurate and up to date financial, Human Resource and stock/ inventory recording system, as appropriate.
- To gather information statistics and prepare reports as required, including administration of databases as appropriate to the role
- To be vigilant to any concerns regarding the protection and welfare of children and to bring them to the attention of your designated person in a timely manner, in keeping with the Barnardos Child Protection policy
- To respond effectively and efficiently with any enquiries/referrals to the project from the community or other agencies.
- To input into Barnardos Electronic Record Keeping database
- To have an understanding in relation to Budgets

#### **Requirements Specific to this Post**

- With support, to set up the office and local administrative systems as necessary & to maintain efficient systems

- To process local payments, invoices and maintain a local financial recording system in line with regional and organisational systems and administration.
- To support funding applications on behalf of the project to various funding streams.
- To adopt a wholly inclusive and anti-bias approach within the service.
- To ensure confidentiality is adhered to at all times in relation to information on children, families, staff and all other matters within the project
- To provide a warm welcome to all children, parents and visitors to the centre
- General household duties may be required as part of this role.
- To support project staff with regards to cover /services/workshops/training events such as; preparation and booking of rooms, regarding upcoming events, ordering refreshments, collating attendance lists, etc.
- To support the promotion of the Barnardos service and share information on its services with the Community and other Services
- To ensure that the Health and Safety Policy for the Premises is adhered to and that a Fire Safety Procedure is in place and regularly reviewed with the administration of regular fire drills
- The ability to use software packages such as Word, Excel, Outlook

## **Project Administrator Person Specification**

### **Personal Attributes**

- Good communication and interpersonal skills
- Awareness of confidentiality and the ability to deal with sensitive queries
- Teamwork required -ability to work well with others
- Ability to work on own initiative and to consult where appropriate
- Ability to prioritise competing demand
- Flexibility and adaptability in terms of tasks and time is essential
- Genuine interest and empathy for service users with warm and welcoming disposition
- Ability to maintain confidentiality and boundaries of the work
- Excellent attention to detail

### **Experience**

- Minimum of two years' directly relevant experience essential
- Proficiency in IT Systems, word processing, excel and finance skills essential.

### **Qualifications**

Junior cycle certificate of achievement or equivalent minimum level of education

The post-holder is initially assigned to work in the Limerick Southill service and may be required in the future to work in other project(s) in the Limerick area in line with organisational needs.

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

