

Membership Administrator

Family Carers Ireland (FCI) is the national charity supporting family carers across the country who dedicate their lives to caring for loved ones such as children or adults with physical or intellectual disabilities, frail older people, those with palliative care needs or those living with chronic illnesses or addiction. We provide a range of supports and services for family carers nationally from our local support centres.

 **Tullamore, Co. Offaly**

 **Office-based - 30 hours per week**

JOB SUMMARY

The membership administrator will work within the Communications & Policy team and will be required to process Membership applications, manage Membership queries, collaborate with current and potential Membership partners and work alongside the Membership & Engagement Officer in the enhancement of the Membership service.

The position will be based in the National Office in Tullamore.

ROLE CRITERIA

The successful candidate should possess the following qualifications, skills and experience:

- Leaving Certificate;
- QQI Level 5/6 Advanced Certificate in Administration or similar discipline;
- Understand, support and drive the vision and mission of Family Carers Ireland;
- Adhere to and champion the Membership Strategy, alongside adhering to all GDPR regulations and guidelines, protecting the information of the member at all times;
- Ability to work within a team working and have effective communication with colleagues;
- Ability to prioritise tasks and work within a dynamic environment;
- Excellent IT skills- mainly MS Word, Excel, Outlook, PowerPoint, CRM etc.;
- Proven networking skills;
- Flexibility in attitude and approach to the job;
- A strong work ethic;
- Have excellent interpersonal skills with a proven ability to work collaboratively;
- Have excellent communication and customer service skills;
- Ability to multi-task in a fast-paced working environment and to work on your own initiative;
- Full drivers licence with access to own vehicle.

Terms & Conditions: 9 month fixed term contract, 30 hours per week. The successful candidate will be based at our offices at Family Carers Ireland, Market Square, Tullamore, Co. Offaly. The remuneration for this role includes a salary of €18,069 for 9 months and access to a defined contribution pension scheme.

Application Process: Applicants are invited to submit their up-to-date CV and cover letter demonstrating how they meet the above criteria to recruitment@familycarers.ie no later than **14th July 2025**.