Family Carers Ireland

No one should have to care alone

Executive Assistant

Family Carers Ireland (FCI) is the national charity supporting over 624,000 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 services and support for family carers nationally from our local support centres, in the community and online.

Hybrid model, remote and office-based as required
Permanent position - min 25 hrs per week up to 37 hrs (depending on candidate)
Will include some afternoon work

JOB SUMMARY

We are looking for an exceptional Executive Assistant to support our CEO. This is a pivotal role at the heart of Family Carers Ireland, providing high-level support to the CEO and, where capacity allows, to the Head of Corporate Services, while helping to ensure the smooth and effective running of our executive and governance functions.

The Executive Assistant will provide trusted administrative, logistical and project support, coordinate Board and committee activities, and work with colleagues across the organisation to support strong systems, good governance and organisational compliance.

ROLE CRITERIA

The following qualifications, skills and experience are required for this role:

- Must be educated to Leaving Cert level (or equivalent) and pursued further studies in Office Administration, Business, Project Management or another relevant discipline.
- At least 5 years' experience working within a busy office environment is essential.
- Strong IT aptitude essential with advanced MS Office skills, especially in MS Word and MS Excel and the use of SharePoint.
- Good project management skills – being able to set up a project and track its progress in conjunction with the CEO.
- Experience of consulting with Senior Management and Board members is required.
- Has previously worked in a highly confidential environment.
- Fluency in English, written and verbal.
- Full drivers' licence with access to own vehicle.

Terms & Conditions: Permanent position subject to six months' probation period. Min 25 hours per week up to 37 hours (depending on candidate). Will include some afternoon work. Flexibility to travel to meetings as required is essential. The remuneration for this role includes a salary of €38,000 to €43,000 and access to a defined contribution pension scheme. The annual leave entitlement is 26 days per year pro rated to days worked. We recommend prospective candidates to contact us on recruitment@familycarers.ie for a copy of the full job description for details regarding the terms and conditions of the role.

Application Process: Applicants are invited to submit their up-to date CV and cover letter demonstrating how they meet the above criteria to https://familycarersireland.peoplehr.net/Pages/JobBoard/Opening.aspx?v=75be05f7-72a4-4d53-b070-28236bcc6ff3 no later than **Sunday 8th November 2026.**