

Administrator (Temporary Maternity Cover)

Tullamore, Co. Offaly

Caring in Offaly Community Employment Scheme

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**

 **19.5 hours per week**

JOB SUMMARY

- Location: **Tullamore, Co. Offaly**
- Vacancy No.: **2426660**
- Positions: **1**
- Salary Type: **Community Employment Programme Rates**
- Hours: **19.5 hours/week**
- This is a developmental opportunity; no experience is required as accredited training will be provided.
- Provide a friendly welcome to all visitors/ Deal with all incoming telephone calls and refer to appropriate staff member/ Keep record of all calls and visitors/ General administrative duties including filing, photocopying, scanning, etc.
- Use of Microsoft Office Suite, maintaining databases.

ROLE CRITERIA

The applicant must possess the following:

- Eligibility to participate in CE is generally linked to those who are 21 years or over and in receipt of a qualifying social welfare payment for one year or more, or 18 years and over for certain disadvantaged groups
- Adaptable, motivated self-starter with the ability to get the job done with a positive “can do” attitude
- Enthusiastic person who enjoys a challenging environment
- Excellent people skills
- Strong organisational skills with a close attention to detail
- Good command of the English language both written and verbal is essential
- Applicants should be prepared to supply suitable character references.

Terms & Conditions:

TEMPORARY COMMUNITY EMPLOYMENT CONTRACT, part-time role (19.5 hours per week).

Application Process:

You can register your interest by contacting a case officer in your local Intreo Centre.

For further information regarding this vacancy, contact Alison Hackett 086 0213711 / ahackett@familycarers.ie

Closing date is 16th February 2026.