

## **Limerick Childcare Committee – Administrative Support Worker**

Limerick Childcare Committee was established in January 2014 following the merger of County Limerick Childcare Committee and Limerick City Childcare Committee. It is one of 30 Childcare Committees funded by Department of Children & Youth Affairs to support the development of the early years sector.

In addition to supporting the administration of all Government funding programmes for childcare, Limerick Childcare Committee acts as the local ‘one stop shop’ for early childhood services, childminders and parents looking for support with quality development, HR, governance, financial sustainability and continuing professional development.

### **Job Description**

**Job Title:** Administrative Support Worker

**Reporting to:** Limerick Childcare Committee Manager

**Location:** Limerick Childcare Committee offices, Croom, Co. Limerick

**Hours:** Full-time

### **The Purpose of the Job**

To provide administrative support to assist in the delivery of actions in the Limerick Childcare Committee Local Implementation Plan 2016.

### **Main Duties**

- Administration associated with the Continued Professional Development Programme, mainly taking bookings, communicating with course providers and recording feedback;
- Administration associated with networking events;
- Technical assistance to childcare services on the Programmes Implementation Platform and other programme management tools;
- Administrative support to particular once-off projects; and
- Undertake other relevant tasks and duties as the need arises.

### **Person Specification:**

The successful candidate must:

- Have excellent interpersonal, telephone, written communication and organisational skills;
- Be prepared to work flexible hours i.e. evenings and occasional week end time;
- Be proficient in IT and administrative abilities, having experience in data management, spreadsheet, email, etc;
- Be experienced in dealing with customer queries;
- Be familiar with the work of Limerick Childcare Committee and have an understanding of the childcare sector;
- Have experience of working for a not-for-profit/voluntary organisation;
- Be aware of principles of data protection and understand the importance of

- confidentiality;
- Have the ability to work on own initiative and as part of a team; and
- Hold a full and clean driver's licence and access to a car.

**Salary scale:** Local Authority Grade 4 depending on experience and qualifications.

Garda Vetting will be required.

The closing date for Completed Application Forms is 1pm on Thursday 18<sup>th</sup> February and should be forwarded with the envelope marked 'Administrative Support Worker Post' to:  
The Manager, Limerick Childcare Committee, Croom Mills, Croom, Co. Limerick.

Late applications will not be considered. Canvassing will disqualify.

Applications may be short-listed based on the information given.

The post will initially be offered until 31<sup>st</sup> December 2016.

Limerick Childcare Committee is an equal opportunities employer.