

## **Women's Collective Ireland: South Kerry Project Worker (Part Time) (<https://www.activelink.ie/node/111259>)**



**Women's Collective Ireland are recruiting for the following position:**

**WCI South Kerry Project Worker (Part-Time – 16 hours per week) based at WCI South Kerry offices 2B Main Street, Cahersiveen, Co. Kerry V23 XD26**

**This position offers an opportunity to work in a feminist community development project that supports women's equality and women's well-being.**

**Employed by the WCI Board of Management, the Project Worker is responsible for carrying out the day-to-day administration of the WCI South Kerry office, including the responsibility for the preparation and administration of finances, periodic returns, annual budgets, and financial reporting.**

**The successful candidate will have:**

- A minimum of 2 years' relevant financial experience
- A relevant financial administration qualification or equivalent
- Excellent communication, administration and report writing skills.
- Proficiency in Microsoft Word, Excel, and PowerPoint
- Excellent organisation and communication skills.
- The ability to outreach and engage with women in the local area.
- The ability to promote WCI South Kerry
- The ability to work as part of a team.

**Benefits Package working with Women's Collective Ireland are:**

- Access to a Pension Plan (following completion of probation period)
- Access to HSF Health Plan
- 25 days annual leave (pro rata)
- 2 additional agency days per annum

The salary for the post is based on the starting point of WCI Project Worker Salary Scale - €28,081 (pro rata)

**To request an application form please contact: Laura Maloney at - [recruitment@womenscollective.ie](mailto:recruitment@womenscollective.ie) (<mailto:recruitment@womenscollective.ie>)**

**Applications must be made by application form only.**

**Closing Date for applications 5pm Friday 18th October 2024 Shortlisting may apply.**

**This post is subject to funding (Department of Children, Equality, Disability, Integration and Youth)**

## WCI is an Equal Opportunities Employer

**Region**

Cahersiveen, Co Kerry

**Date Entered/Updated**

1st Oct, 2024

**Expiry Date**

18th Oct, 2024

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**Source URL:** <https://www.activelink.ie/vacancies/civil-liberties-human-rights/111259-womens-collective-ireland-south-kerry-project-worker-part-time>