

## **FirstLight: Clinical Administrator (Part Time)** **(<https://www.activelink.ie/node/115288>)**



**FirstLight** is a national charity providing professional crisis intervention and counselling services to parents and families who have been bereaved by the death of their child. All of our services to families are free of charge and confidential.

**FirstLight** is a trauma-informed organisation whose services are provided nationwide, free of charge, and include crisis Intervention, individual counselling and psychotherapy, couple counselling and psychotherapy, home visits, and a National Lo-Call helpline.

For more information on FirstLight, visit [www.firstlight.ie](http://www.firstlight.ie) (<http://www.firstlight.ie/>)

**FirstLight has an exciting opportunity for an energetic and enthusiastic person who wants to support the vital work of our organisation.**

**Join us as our part-time Clinical Administrator for 12 months.**

**This role is a fixed term part-time contract available for one year. The position is for 20 hours per week with an annual salary is €21,600**

Reporting directly to the **Head of Operations & Development** and working closely with the clinical team, the role of the Clinical Administrator is to support the effective and efficient functioning of FirstLight's daily operations to support the delivery of its clinical services. This includes the ICT infrastructure, office management, financial and clinical administration. The role supports both operations and clinical services teams.

A strong understanding of and empathy with FirstLight's mission and objectives is essential to this role. We are a values driven organisation and work based on integrity and service. We are committed to delivering our services with care and professionalism and continue to strive to ensure that we provide the best service for our clients.

Days/hours will be fixed and negotiated at the time of recruitment. FirstLight has a flexible working from home policy and this post is very suitable for working from home. Please note Garda Vetting is required of the successful candidate

A full job description is available upon request to [info@firstlight.ie](mailto:info@firstlight.ie) (<mailto:info@firstlight.ie>)

**Please submit a CV and covering letter to [recruitment@firstlight.ie](mailto:recruitment@firstlight.ie) (<mailto:recruitment@firstlight.ie>) by 4 pm on Friday May 16th**

***FirstLight is an equal opportunities employer, meaning we do not discriminate based on age, race, colour, religion, ethnicity, national origin, sex, sexual orientation, or physical/mental disability. We are committed to a diverse and inclusive workplace for all. We offer additional support to those with additional requirements. Please let us know if you require support ahead of your interview.***

### **Region**

Home Based / Flexible

### **Date Entered/Updated**

28th Apr, 2025

**Expiry Date**  
16th May, 2025

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**Source URL:** <https://www.activelink.ie/vacancies/health/115288-firstlight-clinical-administrator-part-time>