

Clare Traveller Community Development Project: Project Administrator (Part Time) (<https://www.activelink.ie/node/115389>)



Clare Traveller Community Development Project wishes to recruit a

Project Administrator

(Part time – 21 hours per week)

The Project Administrator will have responsibility for ensuring that Clare Traveller Community Development Project has all the necessary systems, reporting structures and safeguards in place to become an independent Traveller Community Development Project. The key aspects of this role will be in administration, finance, office management, reporting to and supporting a voluntary board.

For a full job description and person specification, please email abourke@cldc.ie (<mailto:abourke@cldc.ie>)

Applicants should also send their CV and cover letter to abourke@cldc.ie (<mailto:abourke@cldc.ie>)

Closing date for applications is Wednesday 21st May at 5pm.

Clare Local Development Company is an equal opportunities employer
www.cldc.ie (<http://www.cldc.ie>)



Region

Co Clare

Date Entered/Updated

1st May, 2025

Expiry Date

21st May, 2025

Attachment

[Project administrator job spec.pdf](#)

Size

787.64
KB

Source URL: <https://www.activelink.ie/vacancies/community/115389-clare-traveller-community-development-project-project-administrator-part-time>