

Childhood Matters: Executive Administrator (Part Time) **(<https://www.activelink.ie/node/115539>)**



Executive Administrator

Childhood Matters delivers highly regarded and effective, trauma-informed services for children, young people and families in Cork and beyond.

The successful candidate will work closely with the CEO and wider executive team including CEO, Clinical Director, Operations Manager and Finance Director to ensure and implement robust corporate and governance systems at an executive and board level.

The role is suited to experienced administrator having demonstrated a track record of working effectively with/in partnership with the statutory or voluntary sector.

This is a permanent part-time position, 3 or 4 days per week, based in Blackpool, Cork City.

Who we are:

Childhood Matters is a not-for-profit organisation aimed at improving developmental and life outcomes for children 0-18 years old. We also work directly with parents and foster carers to support and develop parenting in challenging contexts. As an organisation we strive to positive impact the wider professional network we operate within through external training, research and professional development opportunities.

We are committed to embedding an evidence-based culture of trauma-informed care and therapeutic practice and hold ourselves to high standards in all engagement with service users, colleagues and stakeholders alike. We are committed to research and evaluation and continually assess the effectiveness of our service through independent research and partnership with third level institutions. We strive to be a positive place to work, providing staff with reflective practice, regular supervision and a training budget.

With offices and services in Blackrock, Blackpool, Clonakilty and Farranree we employ 130 staff across all departments. We offer competitive salary packages as well as benefits including enhanced maternity leave; pension contribution scheme; health care plans; flexible working hours; internal and externally provided training opportunities, and competitive annual leave entitlement.

PRIMARY RESPONSIBILITIES:

- Reporting directly to the CEO, the successful candidate will play a lead role in ensuring effective and high-quality standards of corporate and governance related administration
- Coordinate and attend key meetings, take accurate minutes, and ensure follow-up actions are tracked and completed through communication with internal and external stakeholders.
- Comply with and contribute to the development of policies, procedures, guidelines and safe professional practice and adhere to relevant legislation, regulations and standards. ensure that an effective register of policies and procedures are maintained and centrally accessible by all colleagues within Childhood Matters.
- To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service
- Engage proficiently with computer applications including Microsoft Word, Powerpoint, Publisher and Excel. Demonstrate a keen eye for design and feel comfortable bringing corporate/policy documents to a professionally finished
- Undertake any other duties as determined by Childhood Matters.

Essential Requirements:

- At least three years' experience in a secretarial or administrative position for a medium sized organisation
- An undergraduate degree or Level 8 qualification
- Excellent organisation skills and ability to establish and maintain information collection and reporting systems, including seeing opportunities for improvements and innovations in corporate recording systems where they may not exist already.
- Excellent interpersonal and motivational skills.
- Effective presentation and facilitation skills including the ability to present information in a clear and concise manner.
- Ability to organise a varied workload and prioritise competing demands.

Desirable Criteria:

- Previous experience providing project management or project support, ideally within a healthcare or public sector setting (preferred but not essential)
- Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the service for example National Standards for Child Protection and Care and comply with associated Tusla – Child and Family Agency protocols for implementing and maintaining these standards as appropriate to the role.

Remuneration

The annual salary scale for this role is as follows:

€48,085, €49,560, €51,038, €52,538, €54,048, €55,809, €57,573

Benefits

- Childhood Matters operates the following benefits for its employees
- Defined contribution pension scheme
- Enhanced Maternity and Paternity Leave
- Health Payment Scheme
- Annual leave 25 days.
- Comprehensive annual CPD schedule
- Financial support for further education

Please note

To apply please send your CV and a cover letter to hr@childhood-matters.ie (<mailto:hr@childhood-matters.ie>). The closing date for applications is **5pm on Friday 30th May 2025**. First round interviews are scheduled to take place on 6th June 2025. It is intended to form a panel as a result of this competition, from which permanent and specified purpose vacancies, on a full or part time basis may be filled.

The above Job Description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to them from time to time and to contribute to the development of the post while in office.

The successful candidate will be required to obtain Garda vetting as a condition of their initial and continued employment.

All qualified applicants will receive consideration for employment without regard to race, colour, religion, sex, disability, age, gender expression or sexual orientation, gender identity, ethnic or national origin, marital or civil partnership status or culture. Childhood Matters is committed, where possible, to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities.

To discuss the requirements of the role, the location of the role or any reasonable accommodation you might require, please contact a member of the HR team by email at hr@Childhood-Matters.ie (<mailto:recruitment@jigsaw.ie>).

All documentation received by Childhood Matters will be processed in accordance with the Data Protection Acts, 1988 and 2003 and *General Data Protection Regulation (GDPR; 2018)*. The information will only be used by Childhood Matters in the processing of job applications and for ongoing administrative purposes with job candidates.

Region

Cork City

Date Entered/Updated

9th May, 2025

Expiry Date

30th May, 2025

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