

Restorative Justice Services: Administrative Assistant (Part Time, Temporary) (<https://www.activelink.ie/node/115882>)



Restorative Justice Services (RJS)

About RJS

RJS is a registered charity that works restoratively with people affected by crime.

In partnership with our stakeholders, we offer restorative programmes that focus on meeting the needs of victims of crime whilst challenging the behaviour of those who offend.

(**Note:** RJS is a Restorative Justice organisation; it does not provide legal advice to its participants.)

Role and background to the role

Restorative Justice Services is seeking **an Administrative Assistant** to join its Team. The administrative officer role is based onsite in our Office in Marshalsea Court, Dublin 8. ***This position is temporary and the successful applicant will be issued with a Temporary/Special Purpose Contract.***

Role: Administrative Assistant

Report to: CEO and/or Operations and Finance Manager

Contract type: Temporary/Special Purpose Contract – June 2025 to October 2025

Hours: Part-time: 25h - 30h /week

Salary: 13.91/hour

Job Description

Office and Administration Duties

- Office
 - General Reception duties, including answering phone, act as first point of contact to all individuals attending RJS office and managing relevant mailboxes.
 - General office duties to support all RJS operations.
 - Assist with the administration and support of the SharePoint, and CRM systems
 - Assist with Health and Safety duties.
 - Assist with Maintenance related duties.
- Administration
 - Provide administrative support to RJS Team.
 - Support your line manager in collecting and managing data for internal and external reporting.
- Referral and Case management administration.
 - Assist with management of referrals and associated processes.
 - Assist with collation of referral/case related statistical information for monthly and quarterly reporting as required.
- Service Delivery
 - Coordinate attendance schedule for restorative justice processes with relevant stakeholders.
 - Support the RJS team in the delivery of the Service.

General duties:

- Attend supervision with your line manager
- Attend training and events as required
- Assist in all aspects of the work of RJS as required and carry out all other duties as determined by the RJS Executive and/or Board of Directors. Key responsibilities may evolve and change over time.

Note: The duties listed in the job description are not exhaustive and you may be expected to perform other duties as are reasonable in the course of your work with Restorative Justice Services.

Person Specification

Must be available to work on site between 25 and 30 hours per week in 4 days - Monday to Thursday, with working hours between 9.30am and 17.00pm.

Must be available to start week commencing June 23rd 2025.

Essential

- Minimum QQI level 5 Certificate or equivalent recognised in Ireland.
- Previous experience with similar responsibilities in a busy office environment
- Fluency in the English language both written and oral.
- Excellent knowledge and understanding of general office administrative duties
- Excellent I.T proficiency, including Office, Microsoft Teams and CRM/Database
- Excellent attention to details.
- Excellent interpersonal and organisational skills.
- Experience in engaging with various stakeholders, including members of the public, statutory and non- statutory organisations.
- Excellent verbal and written communication skills.
- Understanding of GDPR and management of sensitive information.
- Flexible and positive approach to work.

Desirable

- Experience of working in the voluntary / community sector
- Knowledge of the Irish Justice System is an advantage.

To apply

- **Send a copy of CV and a cover letter to recruitment@rjs.ie (mailto:recruitment@rjs.ie) by 5.00pm Wednesday 04th June 2025.** Please mention "Administrative Assistant" in the subject line of your email.
- Applications received after the deadline will not be considered.
- **In-person interviews will take place on Thursday 12th June 2025.**

Selection Process

- Selection will involve short-listing of applicants for interviews based on cover letters and CVs submitted. The short-listing selection criteria are based on the requirements of the job as outlined in this job description. **Only short-listed applicants will be contacted.**
- The post will be subject to Garda Vetting.
- Canvassing will disqualify.
- RJS may form a panel from which future vacancies may be filled.

Restorative Justice Services is an equal opportunities employer

Region

Dublin 8

Date Entered/Updated

27th May, 2025

Expiry Date

4th Jun, 2025

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