

Limerick Youth Service: Administrator / PA - Governance, Compliance & Facilities (<https://www.activelink.ie/node/116027>)



Limerick Youth Service is a voluntary Youth Work Organisation whose Mission is “**connecting with young people and supporting them to reach their full potential.**”

It is a leading provider of youth work, education, training, employability & volunteering opportunities for young people throughout Limerick City and County. Through a range of programs and holistic support, we strive to create a safe, nurturing environment where everyone has the opportunity to thrive.

Applications are now invited for the following post

Administrator / PA (35 hours) Governance, Compliance & Facilities

About You.

We are seeking a highly organised and detail-oriented Administrator to work with our CEO with a particular focus on governance, insurance and health & safety compliance. The successful candidate will play a key role in supporting the CEO and Management Team by managing governance processes, coordinating meetings, preparing and distributing documentation, taking formal minutes, and ensuring organisational compliance with insurance and health & safety regulations. This is a dynamic role suited to someone who thrives in a fast-paced environment and has experience working at a senior administrative level.

Essential criteria.

- A diploma or degree in Business or Office Administration or a similar field
- Minimum of 3 years' experience in a similar PA, Administrative or support role
- Proven ability to take clear, accurate, and professional minutes for Board and formal meetings
- Understanding of charity regulations, governance practices and compliance requirements in Ireland. (Charity Regulatory Authority)
- Knowledge of insurance management and health & safety regulations.
- Excellent written and verbal communication skills, with the ability to draft professional correspondence, reports, and minutes.
- Strong organisational and multitasking abilities with high attention to detail and the ability to meet tight deadlines.
- Proficient in Microsoft 365 (Outlook, Word, Excel, PowerPoint, Teams).
- Discreet and reliable, with the ability to manage sensitive information and maintain confidentiality at all times.
- Ability to work independently and as part of a team

What We Offer

- A supportive and inclusive work environment
- A competitive salary with generous annual leave entitlements
- Employee wellbeing programs
- Bike to Work Scheme
- Opportunities for professional development and training

How to Apply

Please visit our website: www.limerickyouthservice.com (<http://www.limerickyouthservice.com>) at the following link: <http://www.limerickyouthservice.com/get-involved/vacancies/> (<http://www.limerickyouthservice.com/get-involved/vacancies/>) for full details on the role and to access an application form. Please note CV's are not accepted.

Closing date for applications is Sunday 29th June 2025 by 5pm

Limerick Youth Service is committed to a policy of Equal Opportunity and welcomes applications from all backgrounds

(A panel may be formed from this recruitment process from which future vacancies in the organisation may be filled and will expire after 1 year)

Garda vetting will apply

Region

Limerick

Date Entered/Updated

4th Jun, 2025

Expiry Date

29th Jun, 2025

Source URL: <https://www.activelink.ie/vacancies/children-youth/116027-limerick-youth-service-administrator-pa-governance-compliance-facilities>