

South Dublin County Childcare Committee: Programme Administrator (<https://www.activelink.ie/node/116208>)



Job Title: Programme Administrator – 21 hours

Join Our Team at South Dublin County Childcare Committee!

Are you an experienced and detail-oriented administrator looking to contribute to meaningful work? Would you enjoy supporting programmes that impact children, families, and childcare services in your local community? South Dublin County Childcare Committee (SDCCC) is seeking a dedicated Programme Administrator to support our programme team in delivering key elements of our annual Statement of Work in collaboration with the Department of Children, Equality, Disability, Integration and Youth (DCDE).

About South Dublin County Childcare Committee:

SDCCC, established in 2002, serves as a key driver in supporting the sustainable and quality development of the childcare infrastructure in South Dublin County. We work closely with early years' services, school-age childcare services, childminders, and parents to promote and improve the childcare landscape in the region. As the local agent for the Department of Children, Equality, Disability, Integration and Youth (DECDIY), SDCCC is committed to making a positive difference in the lives of children and families.

Primary Purpose of the Role:

The Programme Administrator will work closely with the programme development team, providing essential administrative support to enable the delivery of small grant schemes, sector surveys, reports, training sessions, and information events. The successful candidate will also contribute to the smooth and professional operation of SDCCC's wider programme work.

Key Responsibilities:

- Administer and support small grant programmes (e.g., Parent & Toddler Grants, Learner Fund Bursaries, CMDG).
- Assist with the logistics and coordination of training sessions, workshops, and information events.
- Support the collation and formatting of data, surveys, and reports in line with DCDE reporting requirements.
- Maintain accurate and up-to-date records in SDCCC systems and templates.
- Provide general administrative support to the programme team as required.

Qualification Requirements:

- A nationally recognised Level 6 qualification in administration, business, or a related field.
- A minimum of two years' experience in an administrative role, preferably within the not-for-profit, education, or public sector.

This position is a fixed-term contract (3-day week) until December 2025, with flexibility required for evening and weekend work (All contracts are subject to funding). You'll enjoy 15 ½ days of annual leave and a pension plan after one year.

This role is aligned to Grade 4 of the Local Government Salary Scales.

Our current office is located in Clondalkin, Dublin, with hybrid working options available.

To thrive in this role, you'll bring strong organisational and administrative skills, excellent attention to detail, and proficiency in Microsoft Office. You'll be a confident communicator, able to manage multiple priorities and work independently while also being a collaborative team player. Discretion and professionalism are key, especially when handling sensitive information.

Experience supporting grants, training events, or public programmes is an advantage, as is familiarity with the early years or school-age childcare sector and CRM platforms. If you're flexible, solution-focused, and motivated to contribute to a mission-driven team, we'd love to hear from you!

At the South Dublin County Childcare Committee, we're committed to the ongoing professional development of our team members and offer a supportive and dynamic work environment.

SDCCC is an equal opportunity employer. We value diversity and are committed to creating an inclusive and supportive work environment for all employees.

To Apply:

Please complete the SDCCC Programme Administrator application form and submit by email to SDCCC. Please indicate "Programme Administrator Application" in the subject line.

Application is by the **Application Form only**, which should be emailed to the Operational Team Lead at caroline@southdublinchildcare.ie (<mailto:caroline@southdublinchildcare.ie>)

Deadline for receipt of applications is 5pm on Tuesday, 1st of July 2025

Candidates will be short listed based on information supplied in their Application Form.

Provisional Interview Dates: 21st – 25th of July 2025.



Region
Dublin 22 / Hybrid

Date Entered/Updated
16th Jun, 2025

Expiry Date
1st Jul, 2025

Attachment	Size
Programme Administrator Job Description.doc	315 KB
SDCCC PA- Application Form 2025.docx	260.64 KB

Source URL: <https://www.activelink.ie/vacancies/children-youth/116208-south-dublin-county-childcare-committee-programme-administrator>