

The National Youth Council of Ireland: Garda Vetting Administrator (<https://www.activelink.ie/node/116234>)



Title: Garda Vetting Administrator

Reporting to: Director of Finance and Operations, National Youth Council of Ireland.

Hours of Work Minimum of 28 hrs per week with additional hours required during busy periods.

Remuneration: €28,954 - €33,865 pro rata full time on the salary range

Starting Date: ASAP

Location: Office base will be at 3, Montague Street, Dublin 2. NYCI is currently piloting a hybrid model of working.

Child Safeguarding:

NYCI is committed to safeguarding and protection of children and young people in line with Children First Act 2015 and Children First National Guidance. All staff, volunteers, contractors etc. are expected to demonstrate a commitment to the safeguarding and protection of children and young people that includes attending relevant safeguarding training, undergoing garda vetting (this role requires GNVB Vetting), following NYCI's reporting and child protection procedures, NYCI's Code of Behaviour, and ensuring that the safety and wellbeing of young people is paramount in your work.

Staff benefits

NYCI provides staff members with an array of benefits and supports that increase their financial security, health, and well-being. We also support staff members to develop professionally and promote a healthy work life balance.

Some of these discretionary benefits and supports include:

- 27 holiday days (pro-rata)
- Access to our discretionary sick leave, parental leave, and bereavement leave scheme.
- An Employee Assistance Programme (EAP)
- A death in service benefit in the event of your untimely passing (4X salary)
- Family flexible working hours
- Hybrid working arrangements
- Tax saver tickets and cycle to work scheme
- Staff supervision
- Staff training and development opportunities.
- Pension contributions

Equal Opportunities:

NYCI has an equal opportunities policy, which all employees and contractors are expected to develop an understanding of, with a commitment to equality of opportunities.

NYCI is committed to fostering an inclusive and collaborative work environment that values all identities, perspectives, and experiences, and provides opportunities for learning and growth. We especially welcome applications from people from all ethnic minority and migrant backgrounds, from women, nonbinary, LGBTQI+ and other working-class backgrounds, and people from other traditionally marginalised backgrounds.

Recognising the financial barriers that people on low incomes may face in attending in-person interviews, and the current challenges many are facing with the cost-of-living, NYCI offers to reimburse public transport costs within Ireland for candidates who attend in-person interviews, on production of receipts (do please notify in advance).

Role and Purpose:

To administer the Youth Work Garda Vetting Consortium within NYCI and all associated supports

Key Responsibilities:

- To administer the Youth Work Garda Vetting Consortium in NYCI
- Attend compulsory training as and when set down by the Garda Vetting Bureau
- To perform the role of Liaison Person as defined by the National Vetting Bureau (Children and Vulnerable Persons) Act 2012 -2016 and the Garda National Vetting Bureau for the Consortium
- To act as the main point of contact between the Consortium and Garda National Vetting Bureau.
- To provide a comprehensive service in relation to garda vetting
- To administer this service in line with relevant legislation
- To provide training to new consortium members either online or in person
- To provide support to members and staff in best practice in garda vetting.
- To advise consortium members on Garda Vetting issues
- To mentor consortium members
- To support the consortium Members in implementing changes in the vetting process
- To issues invoices for the vetting service
- Comply with all aspects of GDPR and confidentiality

See Job description and person specification below.

To apply:

Email: lynne@nyci.ie (<mailto:lynne@nyci.ie>)

<https://www.youth.ie/get-involved/work-with-us/> (<https://www.youth.ie/get-involved/work-with-us/>)

Region

Dublin 2

Date Entered/Updated

16th Jun, 2025

Expiry Date

24th Jun, 2025

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Job Description Garda Vetting.docx	70.38 KB

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