

ARC Cancer Support Centres: Project Assistant (Maternity Cover) **(<https://www.activelink.ie/node/116355>)**



Job Title: Project Assistant (Maternity Cover)

Reporting To: Head of Finance & Transformation

Location: The location is shared between 65 Eccles St. Dublin 7 and 556-557 South circular Rd, Dublin 8 with occasional visits to our centre in Herbert Avenue.

Hybrid working arrangement will be in place for this role

Contracted Hours: 35 hours per week excluding breaks: Monday-Friday (9 – 5)

Closing date for applications: 12 noon, 11th July 2025

ARC Cancer Support Centres (ARC) is recruiting a Full-Time Project Assistant. The Project Assistant will provide essential administrative support to the Head of Finance & Transformation in the planning, execution, monitoring, and control of multiple administrative areas of the organisation.

Duties include tracking project progress; assisting in basic bookkeeping duties; assisting in the design and implementation of process improvements and automations; assisting in historic data input for fundraising data on our CRM; reconciling data on our CRM; overseeing specific project or sub-projects; producing reports in multiple areas; supporting and maintaining the project plan tool; collating and securing documentation; and coordinating and scheduling of numerous meetings. Any other activities associated with the administrative running of ARC.

There will be some flexibility to work both onsite and remotely. The balance between onsite and remote work will be determined based on organisational needs at any given time.

This role works directly with ARC executive functions by supporting them in delivering on ARC's vision, mission and values. The post is supported by the Head of Finance & Transformation and works alongside wider teams of services, and fundraising.

About ARC

ARC is a community cancer support centre. We have three Centres across Dublin. Our mission is to provide psychological, emotional, practical, and educational support to people with cancer and those who care for them, through a warm, welcoming and client centred approach and to ensure that everyone in Ireland is aware of, and able to access these services.

Our Centres are a haven from the outside world, offering free-of-charge support to men, women and children affected by cancer and those who care for them. We offer a range of supports including information service by phone, e-mail and drop in, counselling, complementary therapies, survivorship courses, support groups, wellness classes and talks.

Recruitment Process

Application is by cover letter/e-mail and CV outlining how you meet our required experience, qualification and skills, competencies and knowledge. Please refer to **Job Description** for more information.

Please e-mail Head of Finance & Transformation, Paul Switzer:
paul@arccancersupport.ie (<mailto:paul@arccancersupport.ie>) with Project Assistant in the Subject Line.

Interviews will take place a minimum of two weeks from date of closure.

ARC will complete reference checks on suitable applicants prior to official confirmation.

ARC is an equal opportunities employer and encourages and welcomes applications from all suitable candidates.

Benefits

- Sick pay and Group Illness Benefit
- Employer Pension Contribution
- 24 days annual leave plus two company days
- Tax Saver Travel
- Bike to Work Scheme

Region

Dublin 8 / Hybrid

Date Entered/Updated

23rd Jun, 2025

Expiry Date

11th Jul, 2025

Attachment	Size
Job description Project Assistant (MAT Cover).docx	84 KB
Candidate Privacy Notice for ARC Cancer Support Centres.pdf	161.62 KB

Source URL: <https://www.activelink.ie/vacancies/community/116355-arc-cancer-support-centres-project-assistant-maternity-cover>