

Irish Cancer Society: Night Nursing Administrator **(<https://www.activelink.ie/node/116393>)**



Job Title: Night Nursing Administrator

Reporting to: Night Nursing Team Lead

Contract Type: Permanent

Hours of work: Full Time (35 hours/week) 9am–5pm Mon- Fri

Weekend work is also required, usually one weekend per month.

Worked weekends are remunerated with a day off in lieu the following week for Saturdays worked and double pay for Sundays worked.

Location: The Society operates a hybrid working model with a combination of remote and in-person (Dublin office) working. Office days are Wednesday and Thursday.

Salary: €31,500 per annum

Who we are

Every three minutes, someone in Ireland hears the words 'You've got cancer'. At the Irish Cancer Society, we understand the physical, emotional and financial impact a cancer diagnosis brings. And we are determined to do everything we can to help.

As Ireland's leading cancer charity, we work across every area of cancer – from prevention and early detection, through to end-of-life care. We make a positive impact for people affected by cancer every day: investing in life-saving and life-changing research; providing practical, financial and emotional supports; and driving improvements in public cancer services.

Core to the delivery of our services is our Night Nursing Service. This Service provides End of Life care for patients in their homes, to allow people to die surrounded by their loved ones, should they wish. We offer up to 10 nights of care with nurses going into homes typically from 11pm – 7am. We also offer twilight hours.

What you'll do

As Night Nursing Administrator, you will be part of a dynamic team working to ensure that all booking requests received to the Night Nursing Service are dealt with efficiently and professionally.

If you are passionate, a great communicator, have an empathic personality and want to take your career to the next level with opportunities for development and learning, this role is for you.

Main Duties & Responsibilities

- Liaise with the Community Specialist Palliative Care Team (CSPCT) team and other health care professionals to acquire essential patient information and booking request details
- Record patient details accurately in Microsoft Dynamics Database (MD)
- Create a booking request in MD and allocate night nurse to patient
- Provide night nurse with patient details and travel distance from nurse's home to patient's home

- Communicate and confirm nurse allocation with the CSPCT
- Ensure all information received over the phone and via email is taken accurately and entered into MD in an accurate and timely way
- Communicate with the Night Nursing Team Leads daily in relation on the status of bookings
- Send emails to relevant CSPCT on a daily basis regarding their booking allocations
- Maintain accurate records of Night Nurses' availability and non-availability in MD
- Monitor number of nights allocated to each cancer and non-cancer patient and alert the Community Palliative Care Team once the patient has received 10 nights. Update MD accordingly
- Escalate all children and young adult booking requests (CAYA) to the Night Nursing Team Leads

Teamwork and Communication

- Communicate on a daily basis with the Night Nursing Team Leads in relation to the status of bookings
- Liaise with Night Nurses on their availability and communicate any support needs identified
- Assist in training in new members of the team as required
- Maintain confidentiality at all times, and ensure rigorous compliance with the General Data Protection Regulations (GDPR)

This job description is not exhaustive. It merely acts as a guide and may be amended to meet the changing requirements of the Society at any time after discussion with the post holder.

Who you are

- Possess strong empathy and compassion
- Be a strong communicator
- Ability to work well within a team structure
- Ability to input data quickly and accurately
- Ability to quickly learn to navigate new systems
- Professional telephone manner
- Strong organisational skills
- Excellent attention to detail
- Ability to work in a busy environment while maintaining a high quality standard of work
- Ability to prioritise workloads and meet deadlines
- Possess the highest degree of integrity and confidentiality at all times

Your qualifications and experience

- Previous administrative and/or data entry experience in any sector desirable. The Irish Cancer Society measures experience by the quality of the experience gained, rather than number of years worked.
- Experience working in a similar role an advantage, but not essential.
- Experience working with CRM systems or customer/ supporter databases desirable.
- Strong IT skills, including Excel and Microsoft Office suite.
- Strong written and verbal communication skills.

The closing date for applications is **Monday 14th July**

HOW TO APPLY:

If you are interested in this role please send a cover letter and CV (including salary expectation) to Amanda Walsh, Recruitment Administrator, Irish Cancer Society, 43/45 Northumberland Road, Dublin 4 or email recruitment@irishcancer.ie (<mailto:recruitment@irishcancer.ie>)

Please note all CVs are logged through a third-party system for processing

The Irish Cancer Society is an equal opportunity employer. We celebrate diversity and are committed to building an inclusive environment for all employees. We know that the more inclusive we are, the better our work will be.

WE DO NOT REQUIRE THE ASSISTANCE OF AGENCIES

Some of our benefits:

- 23 days Annual Leave a year or Pro Rata equivalent, plus public holidays, Good Friday and Christmas Eve (if it falls on a working day)
- Service Days - Additional days awarded to reflect long service with the Society.
- Sick Pay Scheme (following Probationary period)
- Flexitime
- Defined Contribution Pension Scheme (after 6 months)
- Group membership for VHI and HSF (health plans)
- Bus/Rail Ticket Scheme and Cycle to Work Scheme
- Death In Service Benefit (from commencement of employment)
- Paid Family Leave (Maternity, Paternity, Adoptive, Force Majeure and compassionate Leave)
- Learning and Development Programmes
- Educational Assistance (Study and Examination Leave)
- Employee Assistance Programme (EAP)
- Optional Flu vaccine provided

Region

Dublin 4 / Hybrid

Date Entered/Updated

24th Jun, 2025

Expiry Date

14th Jul, 2025

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