

Victim Support at Court: Administration Officer (Part Time) **(<https://www.activelink.ie/node/116445>)**



Background to the post:

Victim Support at Court (V-SAC) wish to recruit a suitably experienced candidate to the part-time role of Administration Officer to support the smooth running of the office and give administrative support to the delivery of our services.

- **Location:** Cork City Centre - V-SAC Office, Anglesea Street
- **Hours:** 19.5 hours per week (5 mornings)

About V-SAC

V-SAC is the only voluntary service in Ireland dedicated solely to court accompaniment for victims of crime, their families and witnesses. We are at the forefront of delivering a high-quality court accompaniment service within the Irish judicial system. Our specially trained volunteers accompany victims of crime and other witnesses during their trial, provide general information and explain jargon, reserve space in the court room for victims and their families and offer pre-trial visits so victims and witness can experience a courtroom setting before the trial.

We are a not-for-profit company limited by guarantee, overseen by a voluntary board of directors. Day to day the service is coordinated by a small team of staff.

This is an exciting time to join V-SAC as it establishes its service in the new Cork City Office and strives to become a leader in the provision of court accompaniment nationwide, and to ensure the sustainability and longevity of the service.

This position is a crucial support role within our organisation and requires a proactive, organised individual with strong communication skills. The duties listed will ensure smooth operations for the management team and contribute to the positive atmosphere of the office and the organisation.

General administration support duties such as the following:

- Be the first point of contact for the Regional Manager.
- Greet visitors to the office with professionalism and courtesy.
- Ensure the office areas and meeting rooms are kept clean, organised, and welcoming.
- Ensure all telephone, email and personal enquiries are attended to in a timely and sensitive manner.
- Responsibility for incoming and outgoing post.
- Provide timely and efficient administration support and diary management to the V-SAC Management team.
- Coordinate internal and external meetings or events, i.e. meeting invites/room bookings and collation of backup documentation as necessary.
- Ensure meeting rooms are set up and ready for appointments or group meetings.
- Minute taking and circulation at various meetings, i.e. Board/Management/Staff/Volunteer meetings, etc.
- Monitor all agreed actions to ensure they are completed within deadline dates.
- Ensure the office adheres to health and safety guidelines.
- Maintain emergency contact lists and other safety documentation.

Office Support duties such as the following:

- Manage office supplies, orders, and creditor invoices. Seek quotes as required.

- Maintain office equipment, co-ordinate IT issues for resolution and provide 1-1 training to staff, as required.
- Support staff with their online file management systems.
- Administration recruitment support as needed.
- Assist with creating and maintaining contact lists for outreach or events.
- Schedule social media posts and maintain the organisation's website – training provided.
- Prepare staff and volunteer expenses claims for approval.
- Work as a team member to develop and fulfil the policies, aims and objectives of V-SAC and comply with all V-SAC's policies and procedures.
- Assist the V-SAC Managers in compiling and formatting data for reports and presentations.
- Perform any other duties assigned or delegated by the Regional Manager.

The Person

Ideally, the person suited to this important role within Victim Support at Court will be highly motivated, with the ability to work on their own initiative and as part of a team working in the V-SAC Cork office. Have a positive and flexible attitude in response to organisational development.

Essential Competencies & Skills

- A minimum of 3 years working in a busy office environment.
- Ability to multitask, be adaptable and juggle competing demands.
- Excellent knowledge of the Microsoft Office Suite.
- Excellent administrative and organisational skills with the ability to prioritise tasks.
- Outstanding communication skills both verbal and written.
- Excellent attention to detail.
- Clear evidence of self-motivation, with an ability to work under pressure.
- Pro-active and enthusiastic approach to work.

Total Compensation/Benefits

- €35,000 p.a. (€17,500 p.a. pro rata)
- Part-time (Probation period of 6 months)
- V-SAC Education Assistance Policy.
- Annual Leave: 23 days per year, pro rata, three of which must be taken when Courts close at Christmas

Application process

To assist in the process, applicants should send a Curriculum Vitae (max. 2 A4 pages), together with a covering letter (max. 1 A4 page) to Dymphna Kenny, V-SAC Chief Executive Officer at manager@vsac.ie (<mailto:manager@vsac.ie>). The covering letter should outline general suitability for the post, address the person specification above and give an indication of how much notice is required.

Please ensure the applicant's name is clearly included in the subject line of the email and on all documents.

Selection process

All applications will be acknowledged by email. A selection panel will review all applications and interview shortlisted candidates.

Shortlisted candidates will be invited to interview, which may include situational exercises or other tasks.

Appointable candidates will be asked to provide the names and contact details for up to 3 referees and will be expected to undergo relevant training as a condition of employment.

Interviews are provisionally arranged for the week commencing 21st of July at the V-SAC Office, Anglesea Sta Cork City Centre location.

V-SAC is committed to diversity, inclusion, and the principles of equality of opportunity. We welcome applications from talented individuals from all backgrounds.

Deadline for applications: 12pm on Monday the 14th of July 2025.

Further information is available from manager@vsac.ie (<mailto:manager@vsac.ie>)

Region

Cork City

Date Entered/Updated

26th Jun, 2025

Expiry Date

14th Jul, 2025

Attachment

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