

Baldoyle Family Resource Services: Counselling Administrator (Part Time) (<https://www.activelink.ie/node/116485>)



COUNSELLING ADMINISTRATOR

PART-TIME

Name of Employer: Baldoyle Family Resource Services CLG.

Job Title: Counselling Administrator

Number of Hours: 14 Hours per week (excluding lunch) Mon-Thurs

Responsible to: Project Manager

Flexibility around working hours is required.

Overall purpose of the job:

To administer the Centre's Counselling Service.

Key areas of work:

- To be the first point of contact for prospective clients and take them through the referral form and assign them to an appropriate Counsellor.
- Administer the online appointment diary for the service, and liaise with clients and their assigned Counsellor.
- Ensure the waiting list communications are updated and clients are kept informed.
- Record all contributions made by clients to the Counselling Service.
- Implement good working practices within the counselling service in consultation with the Project Manager.
- To produce monthly reports for the Board of Management and quarterly reports for SPEAK.
- To network with other counselling agencies and related organisations to advertise our services.
- To keep confidentiality in relation to the work of the Project.
- To participate fully in regular support and supervision and team meetings.
- To attend training in order to improve knowledge, skills and understanding of the work.
- Any other duties that may arise to further develop and support the work of the Project.

Salary: €29,810 (Pro rata)

A six-month probation period will apply

Please see Person Specification Sheet attached below.

Application process:

Please email your C.V to projectmanager@bfrs.ie (<mailto:projectmanager@bfrs.ie>)

Closing date for applications is 26th July 2025.

Baldoyle Family Resource Services CLG is an equal opportunities employer

Region

Dublin 13

Date Entered/Updated

27th Jun, 2025

Expiry Date

26th Jul, 2025

Attachment

Size

[PERSON SPECIFICATION FOR COUNSELLING ADMINISTRATOR
2025.docx](#)

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KB

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