



Clare Traveller Community Development Project

Project Administrator

Role Description & Person Specification

Job title:	Project Administrator
Hours:	21 hrs per week
Contract:	To December 2026 (continuation subject to funding)
Location:	Based in Ennis, Co. Clare.
Reporting to:	Clare Traveller CDP Coordinator

Project Description:

Clare Traveller CDP is currently hosted and managed by Clare Local Development Company (CLDC). The aim of the project is to *“improve living conditions, opportunities, and achievement of human rights for Travellers in Clare. This will be pursued through establishing and strengthening local alliances and, most importantly, through building effective Traveller leadership and a strong Traveller voice.”*

The project is actively developing an independent Board and pursuing funding which will allow the project to become financially independent. The CDP staff team use community work approaches and methodologies based on the All-Ireland Standards for Community Work, see www.cldc.ie.

Role Description:

The Project Administrator will have responsibility for ensuring that Clare Traveller CDP has all the necessary administrative systems, reporting structures and compliance in place to operate effectively as an independent Traveller Community Development Project.

The key aspects of this role will be in administration, finance, office management, reporting to and supporting a voluntary board.

Specifically to:

- Carry out all financial and administrative tasks and duties required to ensure the effective day to day running of the office.
- Process documentation for all expenditure and payments in compliance with CLDC's financial procedures.
- Maintain all company files/information resources up to date.
- Prepare project funding applications in collaboration with the Project Coordinator.
- Manage the purchase of project equipment and supplies.
- Complete and submit financial returns to funders, and drawdown of funding from external organisations.





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- Work with the Project Coordinator and CLDC Finance Manager to prepare and submit bi-annual Department narrative and financial accounts.

The following additional administration tasks will be required (when the CDP becomes independent):

- Process monthly payroll using a computerised payroll package.
- Process online banking payments.
- Meet all CTCDP 's obligations with the Revenue Commissioners including P30s and ERR returns as appropriate and make returns online.
- Prepare accounts for the annual audit and liaise with auditors.
- General company administration and compliance

Working to an inter-agency steering group and supporting CDP organisational development will include:

- Preparing minutes, regular progress reports and attending quarterly meetings of the CDP steering group.
- Supporting the Coordinator and Board of Management in all aspects of developing the CDP as an independent Traveller led project.

Communication and outreach work will involve the management of website, social media and CDP online presence.

Person Specification:

Essential:

- Have the requisite knowledge, skills and qualities to carry out the responsibilities of the post
- A relevant financial or administrative qualification and/or experience in a finance/administrative role.
- Excellent IT skills including excel
- A minimum of 3 years' experience in a similar role in the community & voluntary sector or a related field
- Good communication skills
- Be a positive and proactive person with a willingness to work as a responsible member of the project team, participate in team meetings and in continuous professional development training.
- An understanding of good governance as it applies to charities and companies limited by guarantee in the community and voluntary sector

Desirable:

- Experience of working with the Traveller Community and/or other marginalised communities
- Understanding of Traveller culture and of the diversity which exists within the Traveller community.

Salary scale for this position will be in line with CLDC Programme Support Scale, starting point €32,987 (pro rata).



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This project is funded by Department of Rural and Community Development.



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Application Information:

Please apply with CV and cover letter to abourke@cldc.ie or Aoife Bourke, HR Dept., CLDC, Westgate, Kilrush Rd, Ennis, Co. Clare.

Applications due by Wednesday May 21st, 2025 @ 5pm. Interviews will be held in Ennis the week of May 26th, 2025.

For more information, please contact Bridgie Casey, CDP Coordinator,
bcasey@cldc.ie 086 0478722

Clare Local Development Company is an equal opportunities employer, and we particularly welcome applications from members of the Traveller Community.



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