



South Inner City Drugs and Alcohol Task Force, operational administrator Job Specification & Terms and Conditions	
Job Title and Grade IV (part-time)	Drugs and Alcohol Task Force Operational Administrator Grade VI (CLERICAL) HSE salary scale <ul style="list-style-type: none"> • Excellent training opportunities and continuous professional development • Dynamic and diverse work environment • Pension following probationary period • Sick pay benefit following probationary period • Positive working environment with family-friendly ethos and work-life balance
Campaign Reference	SICADMIN25
Closing Date	September 15 th 2025
Taking up an Appointment	A start date will be indicated at the job offer stage. 6-month probation period.
Location of Post	SICDAF Geographical remit
Employment company	SICDATF CLG
Informal Enquiries	Please contact the SICDATF Coordinator sicdatf1@gmail.com
Details of Service	Hybrid working and flexible hours will be considered.
Reporting Relationship	Accountable to the SICDATF Management Liaison Group.
Purpose of the Post	This is an ideal role for a person who likes to work flexible hours, is interested in community development, and would enjoy working with a diverse group of stakeholders. Some of the work can be carried out remotely. The person will be

	asked to attend Dublin-based meetings or events. The role will be to assist the South Inner City Task Force and the coordinator with operational and financial tasks, event management, meetings, and to provide minimal cover for annual leave.
Principal Duties and Responsibilities	<p>Administration</p> <ul style="list-style-type: none"> • Manage and oversee systems for processing telephone and email enquiries. • Gather and process data to inform reports and measurements of key performance indicators. • Assist with the preparation and review of Grant Aid Agreements, Service Arrangements, and quarterly reviews. • Liaise with SICDATF members, the HSE, funded projects, stakeholders, grant applicants, and tender applicants. • Assist with the preparation of reports, presentations, and documents using MS Office (Word, Excel, PowerPoint). • Maintain and file project documentation. • Contribute to the maintenance and updating of policies, procedures, and internal systems. <p>Financial Governance</p> <ul style="list-style-type: none"> • Review quarterly financial returns from the Task Force and funded projects. • Ensure receipt of payment documentation and reports from grant recipients. • Assist with updating financial procedures and audit requirements. • Support the preparation and management of budgets. • Process and authorise invoices and payments. • Support oversight of grant allocations and programme expenditure. <p>Governance & Reporting</p> <ul style="list-style-type: none"> • Ensure compliance with HSE policies, procurement regulations, and data protection requirements. • Assist in preparing reports, returns, and performance updates for senior management. <p>Meetings & Events</p> <ul style="list-style-type: none"> • Attend SICDATF meetings, record minutes, circulate to members, and assist with follow-up actions. • Support coordination of subgroup meetings, preparing materials and taking minutes. • Assist with the organisation of workshops, interagency events, and conferences (both online and in-person). • Arrange logistics for meetings, including venues, online platforms, equipment, and catering. <p>Communications</p>

Campaign-Specific Selection Process	<p>A ranking and or shortlisting exercise may be carried out based on information supplied in your application form. The criteria for ranking and/or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore, it is very important that you think about your experience in light of those requirements.</p> <p><u>Failure to include information regarding these requirements may result in your not being called forward to the next stage of the selection process.</u></p> <p>Those successful at the ranking stage of this process (where applied) will be placed on an order of merit and will be called to interview in 'bands' depending on the organisation's service needs.</p>
Instructions for Applying for a Post	<ol style="list-style-type: none"> 1. Read the Post Description Carefully <ul style="list-style-type: none"> ○ Review the job/tender description, duties, and requirements to ensure you meet the eligibility criteria. ○ CV/resume. ○ Write a cover letter/personal statement highlighting your suitability. ○ Address each of the essential and desirable criteria listed in the description. 2. Supporting Documents <ul style="list-style-type: none"> ○ Include copies of relevant qualifications, certificates, or references (if requested). ○ Ensure all documents are up to date and clearly labelled. 3. Submission Process <ul style="list-style-type: none"> ○ Send your application by email
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