



Family Support Project Administrator

Job Description

Location:	Croige, Aras on Phobail, Deans Lane, Tralee
Reports to:	KCYS Family Support Project Co-Ordinator
Works With	Croige Project Team & KCYS Administration, Finance and Facilities Teams

The Cróige Project, funded by TUSLA, delivers a county-wide service supporting families across Kerry. We are committed to fostering a supportive, inclusive, and dynamic work environment where your contributions shape the lives of young people, their families, and their communities. This role provides essential support to the Project Coordinator, ensuring the efficient and effective delivery of our mission and services.

The post holder is an exceptional individual who endeavours to make a difference in the lives of young people and their families by promoting a culture of integrity and compliance within KCYS and by operating in line with our organisational purpose, vision and values.

Job Summary

Support the project co-ordinator through the provision of an efficient, confidential and flexible high-level administration service.

Key Duties & Areas of Responsibility will include:

Operational Support:

- Assist the Coordinator in developing, implementing and maintaining both manual and digital systems for efficient project operations.
- Develop and coordinate a central referral system to ensure smooth project transitions.
- Support day-to-day management of facilities and assist project team members during core operational hours.

Information Management and Confidentiality:

- Coordinate the collection, collation, and reporting of relevant data in line with organisational and funder requirements.
- Develop, maintain, and oversee effective data management systems (both physical and digital) in compliance with applicable legislation and organisational policies.
- Support project team members in the use of the Outcome Star database, including accurate data input and maintaining consistency across records.
- Ensure that all data management processes are up to date and efficient.
- Uphold strict confidentiality standards, handling all sensitive information with the highest level of discretion and professionalism.

Financial Management:

- Monitor project income and expenditure, develop tracking systems, liaise with the finance team and prepare reports as required to support the Coordinator in maintaining financial oversight.

General Administrative Support:

- Provide proactive, confidential administrative support to the Croige team as needed.
- Attend & undertake secretarial duties for internal and external meetings as required.
- Respond professionally and efficiently to all project-related communications.

Compliance, Safety & Reporting:

- Gather, analyse, and prepare reports with accurate information and statistics as required.
- Lead the monitoring and implementation of relevant Health and Safety policies and requirements.
- Ensure ongoing compliance with GDPR, Safeguarding, Health and Safety, ethical standards, and organisational policies and best practice.

Professional Development & Engagement:

- Actively participate in relevant networks, structures, and events, both internal and external.
- Identify training needs through supervision and engage in appropriate training opportunities.
- Attend regular individual supervision sessions.

Additional Responsibilities:

- Participate in organisational events, fundraising activities, and research efforts as required.
- To undertake other duties as may be requested. This may include involvement in the organisation's events, fundraising, research etc.

Requirements:

Qualifications and Experience

- A relevant qualification (i.e. Office Administration, Health & Safety) is desirable
- Minimum 1 years experience in a similar role.
- Advanced experience in Microsoft Office, knowledge of other applications would be an advantage.
- Experienced in use of online communication platforms.
- Working knowledge of compliance and regulatory requirements.
- Knowledge of the voluntary & community sector is desirable.
- Experience of a data management system would be an advantage.
- Fluency in English, both written and verbal.
- Eligible to work in Ireland.

Contract

- Fixed term contract until 31st December, continuation subject to funding renewal
- Hours of work are 21 hours per week.
- Salary range €26,113 - €30,276 pro rata, commensurate with experience, payable monthly.
- 26 days Annual Leave per annum pro rata.
- 28 days paid sick leave in a 12 month period pro rata.
- The nature of this post requires the holder is flexible in working hours to cover the operational times of the service and the centre. This will involve occasional evening and weekend work, at times when young people, children and families are available.
- Employment with KCYS is subject to a satisfactory response from the Garda Vetting Unit being received in relation to any candidate under consideration and satisfactory reference checks being received. If the successful applicant has resided outside Ireland for a period of 6 months

or more over the age of 18, they must also furnish a Foreign Police Certificate (FPC) from the country or countries of residence. KCYS also reserves the right to request an FPC for a lesser period if it so requires.

- This post is subject to a probationary period.

Skills, competencies & attributes

- Strong organisational skills, attention to detail, and ability to maintain confidentiality.
- Excellent verbal, written and virtual communication skills, with experience preparing reports and handling communications professionally.
- Excellent interpersonal and teamwork skills
- Excellent computer/digital literacy skills administrative skills, with a strong attention to detail
- Ability to identify issues, propose solutions, and support the Coordinator effectively.
- Ability to work collaboratively with a diverse team and engage with both internal and external stakeholders
- Logical thinker who can use initiative and work independently when required.
- Flexible and adaptable to new challenges, with a readiness to work outside normal hours.
- Uses resources effectively, challenging processes to improve efficiencies.
- Self-motivated with a commitment to high performance.
- Dedication to KCYS's values and mission.