

Position	Administrator – Origins Information and Tracing Service (Dublin)
Locations	Buckingham Street, Dublin 1
Employment Type	Part time (18 hours per week) & 12 month Fixed Term Contract. Role will continue subject to funding.
Salary	€13,979 - €21,656 DOE (This is pro-rated salary for 18 hours)
Contact Person	Patricia Sweeney on / patricia.sweeney@barnardos.ie
Closing Date	Tuesday 11 th of August
Interview Dates	Thursday 20 th of August in Buckingham Street

Administration Worker

Job Description

- Post:** Administration Worker
- Location:** Barnardos 23/24 Buckingham Street, Dublin 1.
- Responsible to:** Project Leader
- Works with:** Other staff and service users and external agencies.

Job Purpose

To provide an efficient and flexible administrative support service in an integrated way with the wider organisation.

To provide an administrative support service to Barnardos Origins Service specifically and to provide flexible administrative support as required to the other services based in Buckingham Street.

The Origins Tracing Service is for people who spent all or part of their childhood in an Irish Industrial School and are interested in tracing information about their parents, siblings or other relatives. The service is available to people in Ireland and abroad.

Core Job Requirements

- Respond in an efficient friendly and appropriate manner to all communications with the office i.e. post, e-mail, telephone and fax and in person.
- Provide administrative support to the service utilising relevant IT packages, ensuring documents are presented and formatted to a high standard.
- Maintain an up to date and effective filing system.
- Maintain an efficient, accurate and up to date financial, Human Resource and stock/ inventory recording system as appropriate.
- Gather information statistics and prepare reports as required, including administration of databases as appropriate to the role.
- Provide administrative support with the daily running of the Buckingham Street building, including building maintenance issues and facilities.
- Be vigilant to any concerns regarding the protection and welfare of children and to bring them to the attention of your designated person in a timely manner, in keeping with the Barnardos Child Protection policy.

- The post holder will be expected to assist in a flexible manner to tasks required in the other services based in Buckingham Street.

Requirements Specific to this Post

- Assist Origins staff with practical search tasks.
- Be particularly sensitive to the requirements for confidentiality of information.
- Be particularly sensitive to the vulnerable nature of the client group involved.
- Research relevant literature and resources as required.
- Direct the public to our Post Adoption, Birth History and Bereavement Services as required.
- Co-operate closely with other Barnardos administration workers based in Buckingham Street, Dublin and Claregalway and provide cover as necessary.

Administration Worker

Person Specification

Personal Attributes

- Good communications and interpersonal skills
- Awareness of confidentiality and the ability to deal with sensitive queries
- Teamwork required and the ability to work in collaboration with others
- Ability to work on own initiative and to consult where appropriate
- Ability to prioritise competing demand
- Flexibility and adaptability in terms of tasks and time is essential for this post.

Experience

Minimum of two year's direct relevant experience essential.

Qualifications

Junior Cert or equivalent minimum level of education.

The post holder is initially assigned to work in the Origins service in Buckingham Street, Dublin 1 but may be required in the future to work in other locations in the Dublin area in line with organisational needs.

Barnardos is an equal opportunity employer.

We celebrate diversity and are committed to creating an inclusive environment for all.