

Job Description



Galway Childcare Committee are currently recruiting for the following position:

Title:	Clerical Support Officer
Salary:	Aligned to Local Authority Grade 3
Reports to:	Manager, Galway Childcare Committee
Location:	Galway Childcare Committee, 9b, Liosbán Retail Centre, Tuam Road, Galway, H91Y6D2
Contract Terms:	Permanent (subject to probation period)
Working Hours:	28 hours per week

About Galway Childcare Committee

Galway Childcare Committee was established in 2000. The key goal of Galway Childcare Committee is to coordinate the implementation of national childcare policy at local level on behalf of the Department of Children, Equality, Disability, Integration and Youth (DCEDIY). We assist childcare providers to develop high quality childcare services which respond to and cater for the needs of local parents and their children. We also work with parents and other key stakeholders at local level. Galway Childcare Committee is a company limited by guarantee (CLG) and is funded primarily by the Department of Children, Equality, Disability, Integration and Youth (DCEDIY).

Main purpose of the job

The main purpose of the Clerical support role is to support the Manager, Team and Board on the delivery of GCC's annual statement of work. This statement of work supports the childcare sector to implement national policy at local level.

Principal Duties and Responsibilities

- To act as the first point of contact on site in our offices in Galway, based at the front desk and coordinating all telephone and email enquiries and supporting any visitors to the office.
- Support trainers to co-ordinate and organise training events for early years educators, school age practitioners and childminders.
- Advertise all GCC events and training programmes through Eventbrite.
- Assist in the administration of grant and funding applications, reporting and audit preparation.
- Assist in the administration of DCEDIY funding programmes.
- Prepare bi-monthly progress reports for the Board, updating on progress of GCC workload.
- Gather information and draft reports for review by the GCC Manager as requested by DCEDIY, Pobal and GCC.
- Update and maintain a filing system for the relevant Local Implementation Plan objectives on GCC's shared drive.
- Maintain with accuracy and in line with GDPR requirements all GCC databases, through Mailchimp, Excel, and internal systems.
- Draft information to be provided to services and parents through bulletins, emails and updates on website and social media.
- Assist in maintaining and updating website with current information for service users.
- Creating content for GCC's social media and website through software such as "Canva".
- Assist GCC Manager and Administrator with financial duties and reporting.
- Assist GCC Manager and team with clerical and administrative duties in the delivery of Galway Childcare Committees annual Statement of Work.
- Undertake any other duties as may be reasonably assigned by the Manager and Board of Galway Childcare Committee as appropriate to the role and grade.

Person Specification

Essential Requirements (skills, qualification and experience that candidates must demonstrate)

- Candidate must be qualified to a minimum of Leaving Certificate level or equivalent.
- A minimum of three years' relevant post qualification experience of working within an office environment.
- Excellent IT skills including knowledge of all Microsoft Office Programmes with a high level of demonstrated proficiency in MS Excel.
- Highly motivated and committed to working as part of a team as well as on own initiative.
- An ability to work in an organised manner and progress work independently and with accuracy.
- Self-sufficiency, while being a good team player with the ability to collaborate with others.
- Demonstrate effective interpersonal and communication skills at various levels.

- Strong organisation skills and the ability to deliver multiple tasks at the same time to agreed deadlines.
- Fluent English, both written and oral, required.
- Agree to undergo Garda Vetting.

Desirable Requirements (areas that we would ideally like someone to have)

- Previous relevant experience in updating and maintaining a website.
- Previous experience in updating and maintaining social media platforms.
- Previous experience in supporting a team with financial duties.
- Ability to communicate in a language other than English.
- Knowledge of the childcare sector in Ireland.

Standard working hours will be Monday 9.30am to 5pm (with 1 hour break), Tuesday, Wednesday and Thursday 10am – 3pm and Friday 9.30am to 5pm (with 1 hour break).

The role does contractually require flexibility with some evening and weekend work and notice will be given of this in advance. This will be on a very rare occasion.

Place of Work

The successful candidate will be based at our office in Liosbán Industrial Estate, Galway.

Contract Type

- This application is for a current vacant position and the opportunity to join a panel with Galway Childcare Committee for the role of Clerical Support Officer.

How to Apply

An application form and cover letter should be sent by email only for the attention of Galway Childcare Committee Manager Stacey Forde to stacey@galwaychildcare.com with 'Clerical Support Officer' in the subject line. Applications must be received in advance of / by 12:00 noon on Thursday 18th May 2023.

Late applications cannot be accepted.

Use of Data

All personal data and the information submitted for this application will be used solely for the purpose of this campaign, after which it will be deleted in line with our GDPR and documents retention guidelines. All information will be treated with the strictest confidence and accessed only by those involved directly in the campaign.

Galway Childcare Committee is an Equal Opportunities Employer and we welcome applications from anyone interested in this role. Please advise us if there are any special accommodations required for the recruitment process.

