



Job Description & Responsibilities

Position: ADMINISTRATOR – Mo Chairde Centre
Hours: Part-Time
Reporting to: Manager of Mo Chairde Centre
Location: St Ronan's Hall Keadue, Co Roscommon F52 N928

Mo Chairde Centre

Mo Chairde, is a Day & Activity Centre and a Community Food Services Programme who provide a vital range of social and health supports to older people and adults living with a disability to enable them to remain as independent as possible in their own homes and communities.

It is managed by Roscommon LEADER Partnership on behalf of Pobal and funded by the Department of Social Protection.

Role Overview

The Administrator will be responsible for obtaining quotes, requesting purchase orders, funding applications and complying with funder procedures. To also promote the Service where possible with a view to its development and sustainability going forward.

Your principal duties & responsibilities will be:

- Request PO's
- Prepare invoices for payment
- Administer and monitor the cash income as directed in the Company policy
- Complete funding applications as directed by manager
- Complete and file required paperwork in line with Keadue Social Services' policies
- Assist the senior administrator as required to ensure the financial systems and procedures for Keadue Social Services are kept to the highest standard
- Track any maintain any paperwork for credit card payments
- Complete returns/reports as required by funders
- Notify the senior administrator of the details of any new grants/contracts secured with the relevant paperwork
- Track fundraising income, dinner income, and process invoices for clients where required
- Assist in centre with clients as required
- Cover for other staff when on leave
- Lodge cash to bank
- Track serial numbers of any assets purchased
- Process travel claims for staff
- Deal with queries from Staff, Suppliers & Funders
- Keep records of dinners processed on a weekly basis
- Assist the administrator maintain financial files and records
- Maintain timesheets for staff. Track hours and match to payroll every month.
- Manage the filing, storage, and security of documents

- Report any defects in computer and office equipment immediately
- Maintain all insurance coverage for premises and vehicles
- Maintain Tax and CVRT Certificates on all vehicles
- Obtain quotes and assist the manager in following public procurement guidelines and tendering process as necessary
- Work in accordance with Keadue Social Services procedures and Health & Safety manual
- Create promotional material for Keadue Social Services and produce quarterly newsletter
- Manage Facebook and Website Content
- Attendance of any training courses required by management
- Promote the Centre where possible with a view to its development and sustainability going forward
- Participate in fundraising activities which may be outside of normal working hours
- Undertake any other duties as required by the Manager and the CFO
- Confidentiality to be maintained at all times

Skills/Knowledge

- Organised
- Excellent written and oral communication skills
- Good attention to detail
- Ability to work as part of a team as well as on own initiative
- Excellent IT skills including Microsoft Office
- Strong secretarial skills
- A general understanding of funding applications

Experience

- Minimum of 1 years' experience of office administration
- Excellent IT skills including MS Excel and MS Office
- Full Driving license with access to own vehicle
- Experience of Social Media Marketing
- Applicants must meet the CSP eligibility criteria (please note CSP eligibility requirements below)

CONFIDENTIALITY OF THE SERVICE USERS, STAFF AND CENTRE TO BE MAINTAINED AT ALL TIMES

NOTE

This job description and list of duties is not exhaustive and may be reviewed, updated and/or amended from time to time in line with the ongoing development of Roscommon Integrated Development CLG's operations and needs of the service



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CSP EMPLOYMENT ELIGIBILITY

CSP supports the employment of individuals, who have previously been unemployed, in delivering the community service programme. We particularly welcome applications from applicants who qualify in the following categories which are outlined below:

- People who are in the workforce but unemployed and seeking to return to work i.e., people who are in receipt of Jobseeker's Benefit (JB), Jobseekers Allowance (JA); people who are signing for credits
- Qualified Adults (Adult dependants of those in receipt of social welfare payment)
- People with Disabilities (PWD) i.e., in receipt of Disability Allowance, Blind Pension, Partial Capacity Benefit, or other disability benefit
- Ex-prisoners or people with a criminal conviction and in contact with the Probation Service
- Migrants
- Refugees
- Asylum Seekers
- Irish Travellers
- Roma
- People coming from a labour activation scheme i.e., Community Employment, TUS, or RSS placements
- One Parent Families (people who parent alone without sufficient resources and are in receipt of social welfare payments)
- People who are deserted, separated, divorced or widowed (People in receipt of Widow/er's non-contributory pension, surviving Civil Partner's non-contributory pension, or deserted Wives allowance/benefit)
- Carers (people in receipt of Carers Allowance/Benefit who want to return to the workforce)
- People who are homeless
- Stabilised and recovering drug misusers
- Ukrainians- displaced by the war

Note: In accordance with the 70% Employment Programme Rule, the remaining 30% of the employees supported by the Programme may come from the general population or other target groups.

Please note the following applies:

- We are aiming for 100% recruitment from the above employment categories above, however we have to ensure that we satisfy the 70% criterion relating to FTEs (i.e. overall hours) rather than head count of employees from the above categories with the remaining 30% of employees may be recruited from the active labour market, i.e. people already in employment.
- Individuals in CSP supported worker posts may retain entitlement to secondary welfare benefits, as determined by the DSP. Individuals entering CSP supported posts are not entitled to Back to Work Allowance, but they are entitled to this allowance on moving on from a CSP supported post to mainstream employment in the labour market.
- In line with the new "State flexible pension arrangements", the Community Services Programme grant may contribute towards the cost of employment of individuals who are 66 years on or after the 1 January 2024, for those who have deferred claiming their State Pension (Contributory). The maximum age that the CSP contribution will be eligible for is 70 years or the date the individual commences claiming their State Pension (Contributory). Evidence of not claiming the state contributory pension, which can be obtained via revenue's on-line payroll and tax credit information for the employee, must be retained by the CSP supported service, along with a signed self-declaration from the employee. Pobal must also be notified.
- The following Employment exclusions apply:
 - An individual occupying a CSP supported post may not also hold a Tús, CE or RSS placement, or vice versa.
 - While the employer determines the hours of the CSP supported employees, a FTE allocation is not intended to be deployed solely as seasonal or very low hour's staff; for example, the deployment of 2 FTES as 16 part-time staff is not acceptable.
- We are required to obtain evidence of eligibility for each person in a CSP supported post and to retain this on the successful applicant's individual's employment file. The CSP Employment Eligibility Form is required to be completed at the time of recruitment, signed by DSP, and retained by the employer for each employee.