Carmichael is a leading specialist training and support body for nonprofits in Ireland. Our training, support and resources enable our members and partners to be:

* Better informed and equipped to carry out their own remits more effectively
* Aware of and able to employ best practice for good governance
* Better networked with and supported by peer organisations
* More efficient and effectively run so that they are trusted by their funders and supporters.

**Our Mission**

To work with nonprofit organisations to enhance their governance and effectiveness in delivering their objectives, by using Carmichael’s sector knowledge, experience, resources and physical space to help them achieve real and positive change for their beneficiaries.

**Our Vision**

A society where nonprofit organisations are valued and supported to achieve their goals and positively impact their beneficiaries and communities.

**Our Values**

Good Governance: We uphold and promote the principles of good governance: integrity, transparency, accountability effectiveness and leadership.

Communities of Practice: We operate as a leader across the sector to build communities of practice spreading knowledge and embedding insights into organisational performance.

Quality: We strive for the highest possible standards of professionalism and expertise in everything we do.

Responsiveness: When organisations contact us, we work with them to meet their needs. We work to understand the needs of nonprofits that contact us and respond with solutions that are practical and tailored to their specific requirements.

**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Job Title:** | Administrator  |
| **Company:** | **Carmichael**  |
| **Location:** | Dorset Street, Dublin 1  |
| **Department:** | FLAC |
| **Place of work:** | FLAC (Free Legal Aid Centre) |
| **Reports to:** | Ed Murphy  |
| **Hours of work:** | 19.5 |
| **Job Purpose:** | **Admin**  |
| **Key Responsibilities:** | Main duties* This is a developmental opportunity, no experience necessary. Accredited training will be provided to support your career.
* Answering incoming calls and dealing with queries
* Greeting visitors to the front desk
* Managing incoming and outgoing post
* Keeping records of deliveries
* Full training will be provided as well as QQI level 5 training in Reception and Front line office skills
 |
| **Requirements:** | Essential* **Eligibility to participate on CE is generally linked to those who are 21 years or over and in receipt of a qualifying social welfare payment for 1 year or more or 18 years and over for certain disadvantaged groups. Your eligibility will have to be verified by the Department.**
 |
|  |
|  | Desirable* NA
 |
| **Education/Qualifications:** | Essential* NA

Desirable* NA
 |
| **Salary and Benefits:** | CE Rate  |
| **Review:** | Performance and Job Description Reviewed Regularly. |
| **How to apply:**  | Through your Local Intreo Office (Social Welfare)  |
| **Closing Date for Applications and reference number:** | REFERENCE: 2285436 |