

Carmichael.

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 nonprofits nationwide to help them to enhance their governance and operational effectiveness, through the provision of advice, impactful services and networking.

Our Vision

An Ireland where nonprofit organisations are valued and supported to achieve their goals and positively impact society.

Our Values

Our core values inform the approach of Carmichael in achieving its mission and charitable purpose. These are:

Leadership:

We operate across the sector to inspire and guide nonprofits to achieve operational excellence, build skills and adhere to good governance practice.

Trust:

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

Excellence:

We set the highest possible standards of professionalism and expertise in everything we do.

Innovation:

We embrace new ideas and approaches to solve challenges and improve our services.

JOB DESCRIPTION

Job Title:	Facilities Assistant (Afternoons)
Company:	Carmichael Centre for Voluntary Groups
Department:	Facilities
Location:	Carmichael Centre
Reports to:	Facilities Manager/Supervisor on duty
Hours of work:	20 hours Monday to Friday 1pm to 5pm. Flexibility to work other hours & Saturdays as the need arises is expected; time off in lieu will be granted for any excess hours worked.
Job Purpose:	To provide quality housekeeping and facility support services at Carmichael
Key Responsibilities:	Meeting room set-up (daily) <ul style="list-style-type: none">• Check the daily schedule / bookings for each meeting room Cleaning tables, chairs and any other furniture / as and when needed• Remove any used cups, saucers, cutlery• Remove any flip chart paper used and ensure the markers for the flip charts are to hand

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	<ul style="list-style-type: none"> • Ensure the room is fresh, clean and ready for set up of next meeting • Set up and deliver refreshments (e.g tea coffee, biscuits/sandwiches) for meeting rooms as per bookings for that day and set up meeting rooms for the next day • Ensure all necessary supplies are in place prior to meeting: paper, markers, water glasses & water jugs <p>Post meeting clean & set-up (daily)</p> <ul style="list-style-type: none"> • Clean up meeting rooms after meeting have ended and do any washing up • Ensure tables are wiped down and free from all stains • Ensure chairs are clean and free from dust/crumbs • Set up meeting rooms for the next day bookings <p>Housekeeping</p> <ul style="list-style-type: none"> • Empty bins and replace liners. Wash as needed(daily) • Vacuum carpets (daily) • Clean all public areas including toilets, reception, corridors, stairs and landings (daily) • Wipe down white ducting (weekly) • Ensure window sills and all horizontal surfaces are clean and free of dust (weekly) • Check leaflet holders and ensure all documentation are in their appropriate place (weekly) <p>Other Duties:</p> <ul style="list-style-type: none"> • Assist with Catering Events at the Centre as needed • Provide Reception cover at the Centre as needed • Report any maintenance/ Health & Safety issues to the Facilities Manager or Supervisor on duty. • Assist the Facilities Manager with spring cleaning projects • Comply with the Centre's recycling policy • Perform any other duties that may be required by Facilities from to time
Salary :	€13.85 per hour
Review:	Performance and Job Description Reviewed Regularly.
How to apply:	Please submit a CV of no more than 2 pages and a Cover Letter of no more than one page which addresses your relevant experience for the role to the Facilities Manager at Lee@carmichaelireland.ie
Closing Date for Applications:	03/10/2025

This job role is supported by the Department of Rural and Community Development and Pobal through the Community Services Programme.

Please specify in your application whether you are within any of the following target groups for the Community Services Programme:

- 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), Jobseeker's Allowance (JA); people who are signing for credits
- Qualified Adults (Adult dependants of those in receipt of social welfare payment)

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- One Parent Families (people who parent alone without sufficient resources and are in receipt of social welfare payments)
- People who are separated, divorced or widowed (People in receipt of Widow/er's non-contributory pension, surviving Civil Partner's non-contributory pension)
- Carers (people in receipt of Carers Allowance/Benefit who want to return to the workforce)
- People with Disabilities i.e. in receipt of Disability Allowance, Blind Pension, Partial Capacity Benefit, or other disability benefit
- Irish Travellers or people from a Roma background
- Stabilised and recovering drug users
- Ex-prisoners or people with a criminal conviction and in contact with the Probation Service
- People coming from labour activation schemes i.e., Community Employment (CE), Tús or RSS placement
- People who are homeless
- Ukrainians displaced by the war
- Refugees
- Asylum Seekers