



Young Knocknaheeny Area Based Childhood Programme

Job Description

Programme Administrator

Employer: Northside Community Health Initiative (Cork) Ltd. -NICHE

Location: NICHE premises or nominated location

Salary: €22, 425

Hours: 18.5 hrs per week

Contract: to 31st August 2018

Background:

The Young Knocknaheeny Programme was developed by a group of practitioners and service managers from 2011, which formally came together as a Consortium in 2014. Northside Community Health Initiative –NICHE is the lead agency.

Young Knocknaheeny is part of the Department of Children and Youth Affairs' Area Based Childhood Programme. Young Knocknaheeny has been in operation for the last 3 years funded by Government and Atlantic Philanthropies to improve outcomes for children and families in the Knocknaheeny and surrounding areas of Cork City. Young Knocknaheeny will be provided with additional funding to 31st August 2018.

Young Knocknaheeny Programme aims to get every child's life off to the best possible start by:

- Respectfully enhance skills and early childhood development knowledge of all parents, practitioners and services
- Strengthen and enhance all relationships and environments that are important to every child's early development

- Embed systems and community change to support early childhood development and address childhood poverty

Programme Administrator Role

Young Knocknaheeny is seeking to employ an all-round highly skilled administrator to join a dynamic, professional team. The Programme Administrator must have proven skills in financial administration and processes with a background knowledge of public procurement and the regulatory environment. It would also be highly desirable to have some knowledge or experience of HR management. They must have an openness to team work, collaboration with strategic partners and be flexible and personable.

For the successful candidate this post represents a unique opportunity to be part of a wider group of committed stakeholders, in implementing a programme of work, which aims to improve outcomes for children in the area. The successful candidate will be able to make a significant contribution to the further development of Young Knocknaheeny Programme.

Job description

The Programme Administrator will work as part of the Young Knocknaheeny team within NICHE. Primarily the role is focused on the financial administration of the Young Knocknaheeny budget with additional administrative tasks required.

The Programme Administrator will work closely with the NICHE Board of Management, Programme Manager, funders, accountant, Consortium and staff, ensuring the smooth, timely payments in and out, accurate record of accounts and financial position. This may include (but not exclusively) coding, payroll, revenue returns, procurement, Service Level Agreements, Tendering Processes, Third Party Contracts, expenses, bank reconciliations, financial forecasting etc all within the confines of contractual obligations and the regulatory environment.

The Administrator will also handle the administration of recruitment and HR processes, including maintaining staff files and records.

There will be monthly, biannual and annual reports and correspondence to undertake. The job will entail completing work in a timely, professional manner.

The Administrator may also be responsible for the ongoing administration of the Young Knocknaheeny website, social media and publications.

The role will also include additional administrative duties supporting wider Young Knocknaheeny programme such as minute taking, handling incoming queries, bookings, events, liaising with Consortium partners, sourcing information, contributing to ABC programme requirements.

The Administrator will undertake other duties as they may emerge and are required.

Reporting to: Young Knocknaheeny Manager or nominated person

Person specification

Qualifications:

Third level qualification in relevant field such as public administration, business finance, accountancy or demonstrable equivalent.

Skills and Knowledge:

Excellent IT and administration skills

Excellent financial administration/management skills

Strong organisational and time management skills.

Knowledge of relevant financial regulation as well as legislation such as Companies Act, Charities Act.

Knowledge of the Governance Code, Public Procurement.

Experience:

Previous experience of desktop bookkeeping/accounting systems as well as Thesaurus wage package would be highly desirable.

Experience of administering public funds

Previous experience of project administration would be highly desirable.

Approach

Ideally the person will be interested in applying highly professional financial administration skills to a community environment. The person must be flexible, adaptable, open to a changing and developing programme of work.

The person must be able to work under pressure, balancing a varied role while remaining professional and personable.

It is essential that the person enjoys working with people as part of a team and with the public. They must also be trustworthy, energetic, reliable and willing to take on responsibilities of duties assigned to them.

Application Process

Please submit a C.V and cover letter

The closing date for receipts of applications is Friday 5th January 2018 at 12 midday (no late applications will be accepted).

Applications will only be accepted by email to admin.ykabc@nicheonline.ie

Please also direct any queries to this email address

Shortlisting may apply.

NICHE is an equal opportunities employer

