**South Dublin County Partnership**

**Full Time Project Administrator Migrant Integration**

**12-month contract**

A vacancy has arisen for a full-time position as Administrator for Migrant Integration projects in South Dublin County Partnership. South Dublin County Partnership works with people who are socially excluded or are at risk of becoming so and promotes social cohesion and labour market participation with a focus on the most disadvantaged neighbourhoods. This is achieved through a range of integrated activities in Education, Training, Job Placement, Early Childhood Services, Enterprise Support and Community and Environmental Programmes. South Dublin County Partnership is an equal opportunities employer and welcomes applicants from a diversity of backgrounds.

This newly established role will support this growing department. The role will support the administration of Migrant Integration Projects/programmes. This role will be diverse and requires a person who has the ability to work in a fast-paced environment.

Reports to Senior Manager Migrant Integration & Employment Placements.

**Role Goals:**

* To support the administration of the Migrant Integration Department.
* Support the upgrade and development of an improved processes for Migrant Integration programmes
* Support with procurement, invoicing, and basic financial processing
* Some data inputting, registering people for programmes/ projects etc.
* Attending meetings and recording actions/outcomes
* Other administration duties as they arise.

**The ideal candidate will have:**

* Excellent working knowledge of all Microsoft office packages with the ability to maintain various systems
* Experience working with Salesforce or similar system and advantage
* Highly organised with the ability to prioritise the work
* Excellent written and verbal communication skills
* Ensure the highest standards of integrity and confidentiality are maintained
* Experience collating reports for projects/funders
* A personable team player with a can-do attitude
* Ability to speak additional languages, an advantage

**Renumeration Package & Benefits:**

* Salary pay scale range between €33k to € 38k depending on relevant qualification and experience
* Excellent Pension of 10% employer’s contribution after successful probation period.
* Access to HSF private health insurance.
* Opportunity to apply for up to two days remote working as per SDCP policy on completion of successful probation period of 6 months.
* 35 hours per week
* Access to Employee Assistance Programme

**Application Process**

Applicants should pay particular attention to the essential and desirable criteria in the job description, your suitability and why you are the best candidate for this post in question.

Please send three copies of your up-to-date detailed CV (no more than 2 pages) and cover letter accompanied with completed confidential form marked: **Project Administrator - Migrant Integration Ref: 134/2024** to:

**Administration & Operations Department**

**South Dublin County Partnership**

**Unit D1**

**Nangor Road Business Park**

**Nangor Road**

**Dublin 12**

**OR** alternatively email your application to **jobs@sdcpartnership.ie** – subject box to be marked **Project Administrator -Migrant Integration Ref: 134/2024**

Closing date for receipt of applications is **Friday 10th May 2024 at 5.00pm**

***South Dublin County Partnership is an Equal Opportunities Employer.***