

Administration Worker

Job Description

Post: Administration Worker

Location: Roots of Empathy, Programme run nationwide, based in Barnardos Newlands Cross, Clondalkin, Co. Dublin.

Responsible to: Project Leader

Works with: Project Leader, Roots of Empathy international office, other Barnardos staff and other stake holders as appropriate

Location Newlands Cross, Clondalkin, Dublin 22
Employment Type (Part Time (20 hrs per week) and Permanent. Hybrid working model with typically 2 out of 4 days working from home. In this role there are various peaks and troughs of demand, the administrator may be required to work in excess of 20 hours per week at times but will have the benefit of reduced hours/time back in lieu when schools are closed.)

Salary
Contact Person
Closing Date
Interview Date:

Information Note for the Post

What does the Roots of Empathy project do?

Roots of Empathy is an evidence-based programme that has shown significant effect in reducing levels of aggression among school children by raising social/emotional competence and increasing empathy. At the heart of the programme is a baby and parent who visit the classroom every three weeks over the school year. A trained Roots of Empathy Instructor coaches students to observe the baby's development and to label the baby's feelings. In this experiential learning, the baby is the "Teacher", which the instructor uses to help children identify and reflect on their own feelings and the feelings of others. The programme is universal, can be delivered in any class in the primary cycle and contains 9 themes, spread out over 27 class room visits, with the instructor meeting the class pre and post the family visit to prepare and reinforce lessons using a specialised plan for each visit.

Barnardos has been the Lead Agency, managing the delivery of Roots of Empathy in Ireland since 2011 and the programme is currently operating in over 120 classes in primary schools across the country. Barnardos has delivered the programme to over 20,000 primary children since 2011.

Job Purpose

To provide an efficient and flexible administrative support service to the Roots of Empathy (ROE) programme in an integrated way within the wider organisation and nationally across schools that host the ROE programme.

Core Job Requirements

- Respond in an efficient friendly and appropriate manner to all communications with the office i.e. post, e-mail, telephone, fax and in person.
- Provide administrative support to the service utilising relevant IT packages, ensuring documents are presented and formatted to a high standard.
- Maintain an up to date and effective filing system.
- Maintain an efficient, accurate and up to date financial, Human Resource and stock/inventory recording system as appropriate.
- Gather information statistics and prepare reports as required, including administration of databases/electronic record keeping systems as appropriate to the role.
- Be vigilant to any concerns regarding the protection and welfare of children and to bring them to the attention of your designated person in a timely manner, in keeping with the Barnardos Child Protection policy.

Requirements specific to the post

- Receiving, responding, recording and collating expressions of interests from potential schools, instructors and volunteers.
- Ordering of training/programme materials - organising of shipping, delivery and dissemination of same across all sites nationally
- Managing all ROE stock/ material inventories and responsible for tracking an efficient stock locator system across all schools that deliver the ROE programme.
- Administration support for the recruitment of new Instructors.
- Supporting site visits/demonstration classes.
- Assisting with parent and baby recruitment and advertising (including online & via social media) across the local communities where programmes operate
- Assisting with the planning of annual training and annual baby celebrations in a number of venues nationally (booking venues, sending out invitations, etc).
- A strong aptitude to effectively navigate, input & update all relevant data using a specific ROE international online dashboard system.
- A strong aptitude for navigating, creating and updating Microsoft Excel spreadsheets to ensure all ROE data is captured & kept up to date on an ongoing basis.

Administration Worker

Person Specification

Personal attributes

- Good communications and interpersonal skills
- Awareness of confidentiality and the ability to deal with sensitive queries
- Teamwork required and the ability to work in collaboration with others
- Ability to work on own initiative and to consult where appropriate
- Ability to prioritise competing demand
- Flexibility and adaptability in terms of tasks and time is essential for this post.

Experience

Minimum of two year's direct administration relevant experience essential.
Similar experience in a school setting or charity sector desirable.

Qualifications

Junior Cert or equivalent minimum level of education.
A working ability in IT Systems, word processing and finance skills are essential.

Full driving licence and access to the use of a suitably insured car essential as some limited amount of travel may be necessary within the role.

- **The post holder is initially assigned to work in our Roots of Empathy service, based in Newlands cross, Clondalkin Co. Dublin but may be required in the future to work in other locations in the Dublin area in line with organisational needs.**
- **Hybrid and flexible working available as part of this post but there are certain limited times during the year that it may be required to work above the 20 hours and this time can then be taken back as Time off in lieu**

Note: This post is currently a 20-hour post but the hours may increase as the service expands.

All documentation received by Barnardos in relation to job applications will be processed in accordance with Data Protection legislation. The information will only be used by Barnardos for its legitimate interests, in the processing of job applications and for ongoing administrative purposes with job candidates. We will not share any of the information you provide during the recruitment process with any third parties or store any of your information outside of the European Economic Area. If you are offered a job by Barnardos this information will be added to your employee file, otherwise it will be retained for a year from close of the application process. For information on your rights and how to exercise them or how to contact the Data Protection Commissioner please see our Privacy Statement at <https://www.barnardos.ie/privacy>