



## Parenting Administrator

One Family is recruiting a **Parenting Administrator**. One Family is Ireland's organisation for people parenting alone, sharing parenting or separating. We provide support, information and specialist family support services to all members of all one-parent families, as well as to those experiencing an unplanned pregnancy and to professionals working with one-parent families. One Family's vision is that every family in Ireland will be cherished equally, and will enjoy the social, financial and legal equality to create their own positive future.

### One Family Parenting Service

The One Family Parenting Service provides a range of supports to parents who are parenting alone, sharing parenting and separating. The service aims to support parents to find the best way for them to parent their children after separation or to resource parents to parent alone.

The Parenting Administrator is an important role within the service, one which ensures that all aspects of the service can run smoothly. The Parenting Service offers group-based as well as individual supports to parents, many of whom are difficult to engage. The One Family Parenting Service provides the following:

- Group-based Parenting courses
- Individual Parent Mentoring
- Mediation
- Social Group
- Professional Development Training for those working in the area
- Client Events.

### Parenting Administrator Job Description

#### Parenting Administrator duties will include:

- Responsibility for ongoing communication with clients engaging in the service
- Responsibility for administrative tasks associated with the Parenting Service (typing letters, photocopying, formatting documents)
- Responsibility for setting up client appointments within the service
- Responsibility for maintaining database for the service (inputting attendance stats)
- Responsibility for supporting the organisation of parenting programmes
- To provide up to date information for the website in relation to the Parenting Service
- Supporting the service to meet the requirements of funders
- Support with promotion of the service through various platforms
- Support with planning and delivering events
- Support with planning and delivering the Family Social Group
- Support the facilitators, mentors and mediators with room set up, materials and room bookings.

#### Other

- To attend all required staff meetings, trainings and development days

[www.onefamily.ie](http://www.onefamily.ie)



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- To participate in supervision and reviews with the Director of Children & Parenting Service
- To undertake any other duties as requested by the line manger.

### Person Specification

Candidates must:

- Have a FETAC/QQI accreditation in a related field
- Have an excellent telephone manner
- Have excellent administration skills
- Have strong IT skills particularly in the areas of word processing, spreadsheets, email and the internet
- Have a client-focused perspective
- Be enthusiastic and motivated
- Be a self-starter with the ability to work in a team
- Have good written and verbal communication skills
- Have excellent interpersonal skills
- Be well-organised with good attention to detail
- Fluency in the English language.

Although not essential, ideal candidates would also:

- Have experience in the provision of information to individuals by phone
- Have experience of working on a help line
- Have knowledge of the issues facing one-parent families
- Have experience of working in the Irish voluntary/community sector.

### Terms of Role

The role of the Parenting Administrator will be part-time for 25 hours/week over four days. The full time equivalent salary for this post ranges from €19,962 - €21,546. This post is subject to a 6 month probationary period and is based in One Family's offices in Smithfield, Dublin 7. A panel may be formed as a result of this recruitment process, from which current and future vacancies may be filled. One Family offers good terms and conditions to employees.

### Application Process

A cover letter and CV addressing the role and the required competencies as outlined above should be emailed to Geraldine Kelly, Director of Children & Parenting Services at: [info@onefamily.ie](mailto:info@onefamily.ie).

**Closing date for applications is 5pm on Friday 8 December 2017.** It is anticipated that interviews will be held on Tuesday 8<sup>th</sup> January 2018.

**Applications should be marked clearly: Parenting Administrator Role**

*One Family is an equal opportunities employer*