



**Join our Team** - Roscommon County Childcare Committee (RCCC) CLG was established in 2002 and acts as the local agent of the Department of Children, Equality, Disability, Integration and Youth for the local implementation of national childcare programmes at county level throughout County Roscommon. We are now looking for an Operational Assistant to join our team who is organised and detail-oriented, with excellent communication and interpersonal skills. The Operational Assistant will be responsible for providing office/project support to our County Childcare Coordinator/Manager as well as assisting with the delivery of specific areas of our annual work plan. The ideal candidate will have previous experience working in an office environment providing support to senior management and possess exceptional analytical skills to sift through high volumes of data and information. If you are a motivated self-starter with a positive attitude, we want to hear from you!

**Role:** Operational Assistant

**Overall description of the post:** Provide office/project support to the Manager of Roscommon County Childcare Committee (Roscommon CCC) and support the delivery of the Company's annual Local Implementation Plan (LIP) and Statement of Work (SOW). The ideal candidate will have experience/qualification in business/administration, IT, finance or project management and be experienced in using MS Excel, databases & other Project management tools, financial applications and developing and maintaining website/social media platforms.

**Employer:** Roscommon County Childcare Committee CLG

**Location:** Roscommon County Childcare Committee Offices, Knock Road, Castlerea, Co. Roscommon F45P959

**Hours of Work:** 35 hours worked over a 5-day working week. Standard working hours will be Monday- Friday 9.30am to 5pm. The role contractually requires flexibility with possibility of evening work on rare occasions.

**Contract Type/Duration:** Specific purpose full time 35 hours per week temporary contract with a proposed start of 18<sup>th</sup> September 2023 and ending 31<sup>st</sup> December 2023. *Job Sharing may be considered.*

**Salary:** Salary is aligned to Local Authority Grade 3 Clerical Officer Grade 3 Salary, Point 1 (pro rata for hours worked).

**Annual Leave Allowance:** 23 days per complete holiday year i.e., 1<sup>st</sup> January-31<sup>st</sup> December each year (pro rata for hours worked as per terms of employment)

**Health:** Candidates shall be in a state of health such that indicates a reasonable prospect of ability to render regular & efficient service.

**Garda Vetting:** The successful candidate may be required to be Garda Vetted.

**Qualification Requirement:** Satisfactory evidence of qualifications and references are requisite to the successful candidate taking up the post. Roscommon CCC reserve the right to form a panel from this recruitment process.

**How to Apply:** Full Job Description/Person Specification/skills and application form is available to download from our website at <https://www.roscommonchildcare.ie/wp-content/uploads/2023/08/2-Roscommon-CCC-Job-Description-Operational-Assistant-Person-Skills-29082023.pdf>

Informal enquiries to Irene Cafferky, Manager, Roscommon CCC 0949622523/0866039606

**A completed application form and cover letter should be sent by email only with 'Operational Assistant' in the subject line to [irene.cafferky@roscommonchildcare.ie](mailto:irene.cafferky@roscommonchildcare.ie)**

Applications must be received in advance of/by 12:00 noon on 07/09/2023. Late applications cannot be accepted. **Interviews will take place on the week of 11<sup>th</sup> September.**

**Selection Process:** Roscommon CCC reserves the right to shortlist applications based on the information supplied in the application form. In the event of a shortlisting exercise being employed, the Interview Board will examine the information provided in your application, assess it against the criteria based on the requirements for the position and decide if you will be shortlisted, relative to the other candidates applying for the position.

**Use of Data:** All personal data and the information submitted for this application will be used solely for the purpose of this campaign, after which it will be deleted in line with our GDPR and documents retention guidelines. All information will be treated with the strictest confidence and accessed only by those involved directly in the campaign.

**Roscommon County Childcare Committee CLG is an Equal Opportunities Employer** funded by the Department of Children, Equality, Disability, Integration and Youth through Pobal.

**Roscommon County Childcare Committee is an Equal Opportunity Employer.**

