

# Administrator - Specialist Supports

Family Carers Ireland (FCI) is the national charity supporting over 500,000 family carers across the country who dedicate their lives to caring for loved ones such as children or adults with physical or intellectual disabilities, frail older people, those with palliative care needs or those living with chronic illnesses or addiction. We provide a range of services and support for family carers nationally from our local support centres, in the community and online.



Hybrid/Remote – 37 Hours Per Week – Permanent, Full-Time

## JOB SUMMARY

The remit of Specialist Supports is to develop and deliver clinical, psychosocial and bespoke crisis supports to make a real difference to the lives of family carers. Clinical supports include the development, monitoring and scale-up of the low-cost model of counselling for family carers and furthering the understanding of the impact of caring on carers mental health and wellbeing. Psychosocial supports include the creation of online and in-person psycho-educational resources for family carers based on needs identified through the counselling service. Bespoke crisis supports include the Emergency Respite Scheme and the Carer Assistance Fund.

The Administrator Specialist Supports will work directly with the Senior Manager Specialist Supports and provide support to the wider specialist supports team. Key responsibilities will include administration of specialist supports budgets including Counselling and Carer Assistance Fund, supporting the roll-out of psychoeducational workshops, and collating information for reporting and evaluation purposes.

The Administrator Specialist Supports will also generate and arrange payment of monthly invoices for members of the external panel attached to the counselling service and to generate monthly financial reports on Carer Assistance Fund. An excellent knowledge of different I.T. packages is essential to the success of the role.

## ROLE CRITERIA

**The following qualifications, skills and experience are required for this role:**

- Minimum Leaving cert (or equivalent) and pursued further studies in Office Administration or IT.
- At least 2 years' of experience in finance administration.
- At least 2 years' experience working in a busy office environment.
- Experience of working remotely with excellent broadband.
- The ability to prioritise tasks and work within a dynamic environment.
- Excellent IT Skills- mainly Microsoft 365, SharePoint, MS Word, Excel, Outlook, and experience setting up video calls through platforms like Zoom, MS Teams.
- Flexibility in attitude and approach to the job and a willingness to help others.
- A reflective approach to their work and a willingness to learn and desire to implement a culture of continuous improvement.
- A strong work ethic with excellent attention to detail.
- Effective time management skills and organisation skills with the ability to manage multiple activities and keep stakeholders informed.
- Excellent communication skills and the ability to establish rapport with a diverse range of people.
- The ability to work autonomously and within a team.
- Fluency in English (written and verbal).
- Have experience working in a highly confidential environment.
- Fundraising experience desirable.
- Full drivers licence with access to own car.

# Administrator - Specialist Supports

**Terms & Conditions:** Permanent, full-time role (37 hours per week across Monday – Thursday 9am to 5.30pm and Friday 9am to 5pm). The Administrator’s contracted work location will either be centre based or remote (working from home) depending on the geographical area. Flexibility to travel to meetings as required is essential. The remuneration for this role includes a salary of €33,290, access to a defined contribution pension scheme. The annual leave entitlement is 23 days per year.

## Application Process:

1. Please read the full Job Description which can be accessed [here](#) before completing application form.
2. Download and complete application form [here](#).
3. Submit application form at <https://familycarersireland.peoplehr.net/Pages/JobBoard/Opening.aspx?v=0a74e811-9475-455a-8d22-d9ca0fad09e4> before 5pm on the 6<sup>th</sup> April 2026.
4. CVs will not be accepted.