



The Pastoral Centre Counselling & Psychotherapy Service

The Pastoral Centre Counselling & Psychotherapy Service is a charitable organisation that provides low cost community-based counselling services to adults, children and adolescents. Its headquarters are based in Letterkenny but in addition there are several satellite locations located within the county of Donegal.

The Pastoral Centre Counselling & Psychotherapy Service is now seeking to recruit a Clerical Officer for their premises in Letterkenny. Option of hybrid working.

Clerical Officer – Post 1

Contract Type: Part time

Salary: Competitive salary based on experience and subject to funding

Hours of Work: 14 hours per week

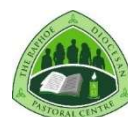
Closing Date: Friday 28th June, 2024

Main Duties & Responsibilities

To provide administrative and clerical support to the Director of Counselling and the Counselling Coordinator in order to ensure the efficient operation of the Counselling & Psychotherapy Service with a strong emphasis on financial administration.

Essential Criteria

- Financial administration and general administrative skills
- Budget management experience
- Experience of analysing data and applying for grants; experience of applying metrics to report findings.
- A strong team player who is highly motivated with a positive attitude.
- Possess excellent interpersonal skills with an ability to work well with a range of people at all levels.



- Organised with ability to prioritise own workload effectively, to coordinate activities and conflicting demands to ensure that tight deadlines are met.
- Proficient computer literacy skills, with strong experience of office software packages (Outlook, Word, Excel and PowerPoint).
- Good project and organisational skills.
- Ability to research, gather, analyse, collate and present information as required.
- Ability to use own initiative with minimal supervision and deal with routine queries as they arise, escalating others as necessary.
- Ability to collate a wide range of information and to extract relevant data with strong reporting skills.
- Experience of accounting & payroll software (Sage, Thesaurus etc.)
- Educated to Level 2 or equivalent qualifications or 3 years' experience in a role similar to this.
- Maintaining a high level of confidentiality.

Desirable Criteria

- Working with State funding bodies – TUSLA and HSE
- Working with philanthropic funding bodies
- Knowledge of HR and basic employment legislation including pensions.
- Competence in social media

How to apply

Please apply with a CV and cover letter via email or post to the Director of Counselling to: office.tcps@gmail.com Please highlight 'Clerical Officer – Post 1' in the subject line of the email and cover letter.

The Pastoral Centre Counselling & Psychotherapy Service is an equal opportunities employer.

