



Job Title: Administrator / Secretary

Overview: Pavee Point Traveller and Roma Centre is dedicated to promoting human rights, social justice, and equality for Travellers and Roma in Ireland. We are seeking a motivated and highly organised Administrator/Secretary to support our team and contribute to the effective running of the organisation. The successful candidate will play a key role in coordinating administrative operations, supporting programme teams, and ensuring that our work is carried out efficiently and professionally.

Key Responsibilities

Administrative & Office Support

Manage day-to-day office operations, including answering phones, responding to emails, and greeting visitors.

- Maintain organised filing systems (digital and paper) and ensure records are updated accurately.
- Support staff and partner organisations with administrative tasks.
- Undertake other duties as deemed relevant by the Co-Directors or management

Secretarial Duties

- Schedule meetings, prepare agendas, and take accurate minutes when required.
- Draft, edit, and format letters, reports, and other documents in line with organisational standards.
- Assist in preparing materials for training sessions, workshops, and events.

Communication & Coordination

- Serve as a central point of contact for internal and external enquiries.
- Liaise with partner organisations, funders, and community members in a professional and culturally respectful manner.
- Support coordination of events, meetings, and project activities.

Data & Compliance

- Maintain confidential information and records with sensitivity and discretion.
- Assist with data entry, reporting, and documentation required for funding bodies or organisational compliance.

- Help ensure administrative processes align with organisational policies and procedures.
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Qualifications & Experience

- Previous experience in an administrative, secretarial, or office support role.
 - Strong organisational and time-management skills, with the ability to multitask effectively.
 - Excellent written and verbal communication skills.
 - Proficiency in Microsoft Office and/or Google Workspace.
 - Experience working in the community, voluntary, or NGO sector is an advantage.
 - Understanding of Traveller and Roma rights, culture, and issues (or willingness to learn) is desirable.
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Personal Attributes

- Respectful, culturally aware, and aligned with the values of Pavee Point.
 - Professional, reliable, and able to maintain confidentiality.
 - Friendly, approachable, and capable of building positive working relationships.
 - Self-motivated with strong initiative and problem-solving abilities.
 - Ability to work both independently and as part of a team.
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Working Conditions

- Based at Pavee Point offices.
- Standard working hours, with occasional out-of-hours support for events or meetings.
- The appointment will be for a fixed term contract of 12 months, which may be renewable, depending on, and in line with financial allocations and Pavee Point's overall direction and development. Salary is dependent on experience.
- To apply, please email the job application to lee.davis@pavee.ie <https://www.paveepoint.ie/wp-content/uploads/2025/01/Pavee-Point-Job-Application-Form.docx> **Closing date for applications is 11 December 2025. Preliminary Interviews will be held the following week.**
Pavee Point is an equal opportunities employer.