



National Spiritual Assembly of the Baha'is of
Ireland



#JOB-2416525



NATIONAL BAHÁ'Í CENTRE, 24 Burlington
Road, Dublin 4, D04 FP93



No of positions : 1



Paid Position



40 hours per week



34000.00-36000.00 Euro Annually



15/10/2025



12/11/2025

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : nsairl@bahai.ie



Open your camera
app & point here
to view this ad
online



Institutional Support / Operations Officer

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

Employer: National Spiritual Assembly of the Bahá'ís of Ireland

Location: National Bahá'í Centre, Dublin, Ireland

Contract Type: Full-Time, Two-Year Fixed Term

Salary Range: €34,000 to €36,000 per annum

Working Hours: Flexibility required

About the Role:

The National Spiritual Assembly of the Bahá'ís of Ireland is seeking a dedicated and experienced Institutional Support / Operations Officer to join its team at the National Bahá'í Centre in Dublin. This pivotal role ensures the smooth and effective functioning of the national administrative head office of the Bahá'í Faith in Ireland.

The successful candidate will provide operational and institutional support to the National Spiritual Assembly and its appointed institutions and agencies. The role demands specialised knowledge of the Bahá'í Administrative Order and practical experience in Bahá'í community-building activities, including educational, training, and devotional programmes.

The successful candidate will report to the National Secretary of the Bahá'í Faith in Ireland.

Key / Main Responsibilities:

Support the Secretary of the National Spiritual Assembly in administrative duties

Assist a number of Bahá'í Institutions and Agencies, including the National Training Institute and National Growth Committee

Manage daily operations of the National Bahá'í Office

Welcome and assist all visitors to National Baha'i Centre.

Handle communications and booking management

Prepare reports and support annual events such as the Bahá'í National Convention

Candidate Requirements:

Specialised knowledge of the Bahá'í Administrative Order, especially in the Irish context

Relevant third-level qualification

Proven technical skills and experience in a similar operational or administrative role

Good command of the English language

Experience or qualifications in Business Administration, Management, Law or related fields would be an advantage.

Practical experience in Bahá'í community-building activities, including the four core activities and the Bahá'í framework for action

Application Details:

This position is open to suitably qualified candidates who meet the above criteria. The role is based in Dublin and requires flexibility in working hours.

To apply, please submit your CV and a cover letter outlining your qualifications and experience relevant to the role to the following email address: nsairl@bahai.ie

Closing Date: 30th November 2025

- **Sector:** administrative and support service activities

Career Level

- Not Required