



- PICES (CE Scheme) / Southside Partnership
- DLR
- #CES-2429613
- SPINAL INJURIES IRELAND, G3/G4, The Pottery, Bakers Pt, Dun Laoghaire, Co. Dublin, A96 Y932
- No of positions : 1
- Community Employment Programme
- 19.5 hours per week
- [Community Employment Programme Rates](#)
- 19/01/2026
- 02/03/2026

How to register your interest

To register your interest, take note of the scheme reference number and contact an Employment Personal Advisor (EPA) in your [local Intreo Office](#)



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



Reception & Administration Assistant Spinal Injuries Ireland Deansgrange

Application Details

Eligibility to participate on CE is generally linked to those who are 21 years or over and in receipt of a qualifying social welfare payment for 1 year or more or 18 years and over for certain disadvantaged groups. Your eligibility will have to be verified by the Department.

To register your interest you can contact an Employment Personal Advisor (EPA) in your local Intreo Centre.

Applicants should supply suitable character references and be prepared to complete a Garda vetting application form.

Job Description

Duties

This is a developmental opportunity, no experience necessary. Accredited training will be provided to support your career.

This position is based with Spinal Injuries Ireland (SII)

Purpose Of The Position:

To schedule appointments with SII clients on behalf of the Community Liaison Officers (CLO's) and to provide administration support to the Support Services / Fundraising Teams.

Main Duties And Responsibilities:

The following list is not all inclusive but gives a fair and accurate description of the duties required for this position. Full Training will be provided for the role.

Report for work at the appointed hour and leave at the appropriate time

Responsible for the Reception Area including meeting and greeting visitors

Answering phones, transferring calls and taking messages and passing to the appropriate staff member, displaying professional and friendly attitude at all times.

General offices duties and administration support to management and colleagues, clients and visitors such as:

Managing incoming and outgoing post

Salesforce Data Entry for Activities Programme and Fundraising

Calendar Management

Meeting Room Bookings

Generation of letters relating to various activities

Assisting with Fundraising campaigns and events

Ensuring tea/coffee station supplies are replenished on daily basis

Take minutes of meetings when required - Deal with client enquires and pass to appropriate staff member

Fundraising:

Support the fundraising team with key events such as the National Raffle, Tall Ships Adventure and other third party events

Assist with telemarketing, acknowledgements and development of local volunteers

Assist in the development of monthly content / stories in collaboration with the services team to specifically highlight the work of SII

Represent SII at promotional events as required

Undertake any other duties consistent with the position that may arise

Attend training and team meetings

For further information contact Tim Reidy, PICES Supervisor on 087 3689573 or email tim.reidy@sspship.ie

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