



Inclusion Ireland The National Association for
People with Intellectual Disability



#JOB-2444970



Multiple Locations



No of positions : 2



Paid Position



35 hours per week



36605.00 Euro Annually



28/04/2026



26/05/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : info@inclusionireland.ie



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



Administrative and Membership 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

Multiple Locations :

- INCLUSION IRELAND, Unit C2, The Millhouse, The Steelworks, Dublin 1, D01 HV25
-

Inclusion Ireland is a national advocacy organisation that works to promote and secure the rights of people with an intellectual disability. We are looking for a candidate who has a passion for technology, as a key part of this role is using technology to make daily operations smoother, support the project teams and keep communication and data organised

Key Responsibilities:

- Manage multi-channel correspondence, recording interactions in Salesforce CRM and ensuring timely follow-up on enquiries
- Provide structured administrative support to the charity to ensure the effective delivery of services and compliance with organisational objectives.
- Support financial administration related to membership fees, donations, invoicing, payment tracking, and reporting, working closely with finance personnel where applicable.
- Maintain membership records and a relationship with members
- Assist in the preparation and circulation of newsletters, notices, member communications, and policy updates through Mailchimp in line with the charity's mission.
- Liaise with affiliated organisations and individual members and maintain an up-to-date database, reports and correspondence in support of governance and regulatory requirements.
- Compile membership statistics, engagement data, and administrative reports for management, trustees, and funding or regulatory purposes.
- Administer and manage the organisation's membership framework, including processing applications, renewals, resignations, and maintaining accurate membership records.
- Assist with CEO diary management and trustees with administrative tasks that contribute to the sustainability and transparency of the charity.
- Use data analytics and reporting tools, including Power BI, reports and insights to inform internal

stakeholders and support evidence-based decision-making.

-Help organise events and prepare pre- and post-events campaigns

-Support the development, and delivery of workplace inclusion training programmes, including the preparation of training materials and learning resources.

-Assist with the facilitation of workshops, webinars, and other learning activities, both online and in person.

-Engage with employers and members to promote participation in training programmes and inclusion initiatives.

-Collaborating on training events and workshops, including scheduling, logistics, and communication with participants.

-Develop and execute targeted email campaigns

-Support the coordination of charity meetings, events, workshops, and outreach activities, including scheduling, attendance records, minutes preparation, and logistical arrangements.

-Maintain and update secure digital and physical databases in line with GDPR and Irish data protection legislation

-Ensure compliance with internal policies, governance standards, and relevant Irish charity regulations, including reporting and record-keeping obligations.

-Participate in supervision and adhere to Inclusion Ireland's values

- **Sector:** human health and social work activities

Career Level

- Entry Level