



The Representative Church Body



#JOB-2470896



Church of Ireland House, Purser Gardens,
Rathmines, Dublin 6, D06 CF67



No of positions : 1



Paid Position



35 hours per week



34009.00 Euro Hourly



18/09/2026



16/10/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Address:

[Dr Ken Fennelly](#)

[Secretary to the Board of Education](#)

[Church House](#)

[Purser Gardens](#)

[Rathmines](#)

[Dublin](#)

[D06 CF67](#)



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Education & Committee Support

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

Main duties

The Representative Church Body is seeking an administrator with a background in education, event organisation and committee support to provide support in the areas of education and committee activity.

Responsibilities

The role reports to Dr Ken Fennelly and Mrs Janet Maxwell and involves co-ordinating events and training, supporting committees and working on projects in the educational field.

Skill

The post-holder will require a Masters degree in Education with some insight into schools issues and good written and verbal communication, report writing and event organisation skills, with research capacity.

Effort

This would include:

- o Committees supported: Board Education
- o Support to volunteers, event organisation, training facilitation, administration.

Working Conditions

While largely office based in Church House, Dublin, the role requires travel in the island of Ireland from time to time and also flexibility to work in evenings or weekends as required.

Supervision

The line manager and Head of Department will provide guidance and oversight in respect of the tasks assigned.

Place of Work

Church of Ireland House, Dublin

Hours – full time

35 hours per week

Permission to live and work in Ireland

Permission to travel within Ireland and Northern Ireland (UK)

- **Sector:** education

Career Level

- Experienced [Non-Managerial]