



Title: Family Resource Administrator

Hours: 35 hours per week (flexibility required, may include evenings/weekends)

Location: Omeath District Family Resource Centre, The Dolmen Centre, Omeath, Co Louth A91 AE08

Reporting to: Family Resource Centre Manager

Salary: Tusla Grade 111 clerical officer, commensurate with experience. This position is funded by Tusla – Child and Family Agency.

About Omeath District FRC

Omeath District FRC delivers vital community development and family support services within our local area and wider Cooley Peninsula. Core funded by Tusla, our mission is to provide an inclusive, safe, and supportive environment for individuals and families.

Role Summary

We are looking to recruit a Family Resource Administrator to manage the day-to-day office operations and financial administration of the Family Resource Centre.

Reporting directly to the FRC Centre Manager, you will be the first point of contact for individuals and families to the centre and be responsible for compliance with all statutory, funding, and financial frameworks and requirements.

Key Responsibilities of This Position

The project administrator role will have a strong emphasis on the financial and day to day administration for the project.

- Act as the first point of contact for visitors by face-to-face engagement, telephone answering, responding to email communication and addressing routing queries and signposting to external services if required.
- Offer a warm, confidential, and non-judgmental welcome to vulnerable individuals or families seeking centre resources.
- Maintain a communication and marketing strategy for the Family Resource Centre
- Coordinate schedules for community spaces, classes, interventions, information sessions and internal agency meetings.
- Arrange logistics of training events, including training registrations
- Provide general administrative support for the project, including all financial administration.
- Develop financial reports and maintain a record of expenses and payments
- Compile and submit financial returns & reports for funders and management group

- Work with other staff in the preparation of annual plans, annual reports and progress reports
- Take minutes, prepare meeting materials and supporting documentation
- Collate data to support the external evaluation of the project and gathering of learning
- Maintain updated Customer Relationship Management (CRM) systems, logs, and accurate general filing
- Practice confidentiality in all aspects of work
- Participate on any training programmes required to support the role
- Perform any other duties that may be deemed necessary by the Centre Manager from time to time

Essential Criteria:

- A recognised qualification in Bookkeeping, Payroll, or Business Administration
- Minimum 2 years of proven administrative experience with emphasis on financial bookkeeping.
- High level of proficiency in Microsoft Excel, Word, and popular digital accounting systems and digital and social media platforms.
- Exceptional communication skills with an empathetic approach to diverse demographics.
- Commitment to maintaining confidentiality and data protection guidelines under GDPR and strict operational confidentiality.

Desirable Criteria:

- Prior experience working inside an FRC, community group, or broader non-profit environment.

Application Process

To apply, please submit:

A current CV, and A letter of interest outlining your suitability for the role

Applications to: manager@omeathdistrictfrc.ie and Marked FRC Administrator

Closing Date: Monday 24th August 2026 at 4:00pm

Late applications will not be accepted.

Note: This position is strictly subject to satisfactory Garda Vetting clearance and reference checks.

Omeath District FRC is an Equal Opportunities Employer.