



**Role:** YWCA Monaghan Youth and Community Space Coordinator

**Job Title:** Coordinator

**Hours Per Week:** minimum 12 hours per week (the role will require flexible working including evenings and occasional weekends)

**Salary:** €13.75 per hour

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### **About YWCA Monaghan**

Located in Monaghan town the YWCA Youth and Community Space provides meeting space and facilities for community and youth groups.

YWCA Monaghan is a local branch of YWCA Ireland, a registered charity with a Christian ethos, that aims to empower women in their leadership, Christian faith and human rights.

### **Job Summary**

Reporting to the Deputy General Secretary the Coordinator will manage the day to day operations of YWCA Monaghan. Responsibilities will include office administration, customer service and coordination of all aspects of property maintenance.

### **Key Responsibilities**

- Administration of income and expenditure including creating invoices, making online payments, bank lodgements, obtaining quotes, monthly reconciliations and petty cash.
- Inputting to the preparation of the annual budget and work plan.
- Administration of the YWCA Monaghan email inbox.
- Preparation of quarterly activity and finance reports.
- Coordination of meeting room hire including the administration of bookings, liaising with groups and ensuring that the facilities are clean and set up appropriately at all times.
- Maintenance of the fire register, accident/incident reports and risk register.
- Oversight and coordination of all aspects of building maintenance and health and safety.
- Point of contact for all enquiries related to the centre.
- Point of contact for tenants and groups using the centre.
- Represent YWCA at meetings and events relevant to YWCA Monaghan.
- Promotion of YWCA's Christian faith ethos in the centre.
- Inputting to grant applications.
- Administration of communications including social media.
- Attending training and support and supervision as required.

- Other duties as assigned by management.

## **Skills and Experience**

### *Essential*

- High competency in Microsoft programmes particularly Excel and Word
- At least 2 years previous experience in an administration and customer service focused role
- Finance skills

### *Desirable*

- Previous experience of using Google Suite
- Previous experience of property management including health and safety

### **The ideal candidate will be:**

- Highly organised and have excellent attention to detail
- Capable of working on their own initiative and as part of a team
- Flexible
- An excellent people person with a welcoming and friendly demeanour.
- Awareness of confidentiality
- Commitment to YWCA Ireland's charitable purpose.

### **Application Details**

To apply for the position of Coordinator return the following documents by email to [breda@ywca.ie](mailto:breda@ywca.ie)

1. Cover letter outlining your suitability for the post, reason for applying and full contact information.
2. Full up to date CV

**Closing date for applications:** 5 p.m., Thursday, 23rd January 2020

Interviews will take place the week beginning **3rd February 2020**

***Note: The duties listed in this job description are not exhaustive and you may be expected to perform other duties as are reasonable in the course of your work with YWCA.***

