



**SOUTHSIDE PARTNERSHIP** DLR  
**COMHPHÁIRTÍOCHT an DHEASBHAILE**  
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An Roinn Coimirce Sóisialaí  
 Department of Social Protection

## Caretaking /Cleaning Vacancies

Job Title	Location	Duties/Job Description	Candidate Requirements	Team Leader
Caretaker	Balally	General Caretaking and Maintenance skills	maintenance skills and DIY skills	Ciara - 087 7370366
Caretaker	Ballinteer	General caretaking and maintenance in school	Maintenance skills/ability to use own initiative/outdoor work	Ciara - 087 7370366
Gardener	Ballinteer	To maintain the existing gardens, walking areas, planting areas. To engage with interested residents in garden related matters.	Enthusiastic and friendly. Comfortable around the elderly. Courteous to the residents, staff and guests.	Ciara - 087 7370366
Caretaker	Blackrock	Painting/ General Maintenance/ Gardening	Good overall maintenance skills, ability to work on own initiative	Ciara - 087 7370366
Caretaker/Meet and Greet	Ballinteer	Cleaning the centre. Assisting with preparing and setting the rooms up for training. This is open to various opportunities depending on experience for Project work	Team player. / (morning/Evening Shifts flexible). GV is required	Gerarda - 087 9970376



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## Caretaking /Cleaning Vacancies

Cleaner	Dundrum	Cleaning duties / preparation of rooms for events / general maintenance duties	Good maintenance skills, able to work using own initiative, reliable, good communication skills, work as part of team	Ciara - 087 7370366
Caretaker	Dundrum	Caretaking/cleaning/maintenance skills	Light caretaking & cleaning required	Ciara - 087 7370366
Caretaker	Ballyogan	Maintenance of premises, cleaning, minor repairs	Good general experience of maintenance work, good attitude, careful and professional approach, teamwork	Ciara - 087 7370366
Horticulture/ Gardening	Dundrum	Working in the gardens and potting sheds. All outdoor work	Interest and background in horticulture	Ciara - 087 7370366
Groundsperson	Nutgrove	General pitch maintenance/ grounds keeping	Ability to work as part of a team, general maintenance skills	Ciara - 087 7370366
Caretaking	Blackrock	General maintenance of building and grounds	DIY skills	Ciara - 087 7370366



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## Caretaking /Cleaning Vacancies

Groundsperson	Rathfarnham	Groundsperson and general caretaking in football club	Outdoor work/maintenance skills	Ciara - 087 7370366
General Assistant	Balally	Cleaning duties, greeting visitors to the centre, assisting in the coffee dock, preparing meeting rooms for groups, etc.	Good interpersonal skills, flexibility, teamwork	Ciara -  087 7370366
Caretaker / Groundskeeper	Blackrock	General maintenance of the grounds and caretaking	Ability to work on own initiative	Ciara -  087 7370366
Caretaker	Kill Ave	General caretaking	DIY skills required	Dave - 087 7370327
Caretaker	Churchtown	General maintenance of the grounds and caretaking.	Ability to work on own initiative.	Ciara -  087 7370366
Caretaker	Kilternan	External grounds maintenance including pitches, carpark and walkways. Internal clubhouse upkeep & maintenance in dressing rooms, gym, recreational areas & entrance	General DIY / maintenance / facility experience	Ciara -  087 7370366



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## Caretaking /Cleaning Vacancies

Caretaker	Dundrum	Maintenance and marking of pitches, cleaning, minor repairs	Good general experience of maintenance work, good attitude, careful and professional approach, teamwork	Ciara -  087 7370366
Caretaker	Ballinteer	General Caretaker & Maintenance & Pitch Marking.	DIY Skills. Reliable and willing to work as part of a team or on your own.	Dave - 087 7370327



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## Caretaking /Cleaning Vacancies

General Maintenance x3	Ballybrack/ DLR	General DIY & gardening service for the over 65yr olds in the DLR area. Working as part of a small team of operatives working out of the Scout Den, Coolevin. Driver preferable.	DIY / Maintenance experience / Horticulture and gardening experience an advantage for the schools project / Work well in a team environment & on own initiative / Good communication & interpersonal skills - friendly, approachable & helpful in nature / Willing to co operate & interact with community groups / people in the surrounding area	Dave - 087 7370327
Assistant School Caretaker	Ballybrack	Maintenance duties	Willing to learn and take direction.	Dave - 087 7370327



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## Caretaking /Cleaning Vacancies

Assistant School Caretaker	Loughlinstown	General caretaking duties	Good DIY skills, grass cutting, flexible & willing attitude	Dave - 087 7370327
School caretaker x1	Ballybrack / Loughlinstown	Assist the resident school caretaker with maintenance/grounds duties	General caretaking, grass cutting, painting, moving furniture etc	Dave - 087 7370327
School Caretaker	Monkstown Farm	Assist the resident school caretaker with maintenance/grounds duties	General caretaking, grass cutting, painting, moving furniture etc	Dave - 087 7370327
Caretaker	Ballinter	General up keep of the premises - Small DIY jobs	Must be able to work on own initiative	Dave - 087 7370327
Cleaner	Loughlinstown	Cleaning of the premises, hoovering ect	Must be able to work on own initiative	Dave - 087 7370327



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## Caretaking /Cleaning Vacancies

Caretaker	Dalkey	Pitch marking / general tidy up duties.	Maintenance of premises, upkeep of pitches and clubhouse, minor repairs, etc.	Dave -  087 7370327
Caretaker	Dalkey	General Caretaking duties.	Maintenance of premises, upkeep of pitches and clubhouse, minor repairs, etc.	Dave -  087 7370327
Boat Maintenance Assistant	Dalkey	Maintenance of boats, premises, cleaning, minor repairs	General DIY skills and an interest in water sports and good interpersonal skills	Dave -  087 7370327
Caretaker	Kiltiernan	Maintenance of pitches, premises, cleaning, minor repairs	Good general experience of maintenance work, good attitude, careful and professional approach, teamwork	Dave -  087 7370327



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## Caretaking /Cleaning Vacancies

Caretaker	Sallynoggin	Maintenance of pitches, premises, cleaning, minor repairs	Good general experience of maintenance work, good attitude, careful and professional approach, teamwork	Dave -  087 7370327
Caretaker	Sallynoggin	Maintenance of pitches, premises, cleaning, minor repairs	Good general experience of maintenance work, good attitude, careful and professional approach, teamwork	Dave -  087 7370327
Caretaker	Shankill	Maintenance and marking of pitches, cleaning, minor repairs	Maintenance of premises, upkeep of pitches and clubhouse, minor repairs, etc.	Dave -  087 7370327
Caretaker	Sandyford	General caretaking and maintenance duties. Looking after the grounds and gardens.	Good handyman/DIY experience. Gardening experience helpful.	Dave -  087 7370327





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## Caretaking /Cleaning Vacancies

Caretaker	Shankill	Pitch marking / general tidy up duties	Maintenance of premises, upkeep of pitches and clubhouse, minor repairs, etc.	Dave - 087 7370327
Careetaker	Sallynoggin	Maintenance and marking of pitches, cleaning, minor repairs	Maintenance of premises, upkeep of pitches and clubhouse, minor repairs, etc.	Dave - 087 7370327
Caretaker	Kilbogget Cabinteely	Helping in Maintaining the grounds/pitches.	Willing to work as part of a team. Interest in football is useful	Gerarda - 087 9970376
School caretaker	Stradbrook Road	Assist the resident school caretaker	Maintenance, general DIY skills	Dave - 087 7370327
Caretaker	Ballybrack	General maintenance of school grounds, gardening, painting, occasional preparation of facilities for school events	Enthusiastic, ability work as part of a team	Gerarda - 087 9970376



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## Caretaking /Cleaning Vacancies

Cleaner	Shankill	General cleaning duties in a childcare/ community centre setting	Ability to work in a busy community centre. Good communication skills. Ability to work as part of a team or on your own	Gerarda - 087 9970376
Gardening/ Horticulture	Leopardstown	Assisting in working in the gardens on the grounds of Leopardstown Hospital. Participant will get excellent gardening experience.	A keen interest in gardening. Honest and enthusiastic. Garda Vetting Req.	Gerarda - 087 9970376
Kitchen Assistant	Leopardstown	Assisting in working in the kitchen for food prep or cleaning dishes	A keen interest in kitchen working with a hard working friendly team.	Gerarda - 087 9970376
Maintenance	Leopardstown	Helping with maintenance in the hospital	A general understanding of maintenance & able a team player . Excellent Training will be given	Gerarda - 087 9970376



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## Caretaking /Cleaning Vacancies

Caretaker Football club	Ballybrack	General maintenance of pitches and clubhouse. 2 Roles available with one being mornings only and the other role is evenings based.	Good overall maintenance skills, ability to work on own initiative	Gerarda - 087 9970376
Caretaking	Kiltarnan	General maintenance of building and grounds	DIY skills	Ciara - 087 7370366
Caretaker	Kill Ave	General caretaking	DIY skills required	Dave - 087 7370327
Cleaner	Blackrock	Cleaning of premises in Blackrock, hoovering, making beds, general cleaning duties.	Have an interest in cleaning work in a nice relaxed environment.	Linda - 087 1364935
Caretaker	Rathfarnham	General maintenance of school grounds and building	Maintenance of premises and grounds minor repairs, etc.	Ciara - 087 7370366
Caretaker	Blackrock	General maintenance of building	Maintenance of premises and grounds minor repairs, etc.	Ciara - 087 7370366
Caretaker	Sallynoggin	General school maintenance	DIY skills	Sean -  087 2715031



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### Caretaking /Cleaning Vacancies

Caretaker	Glenageary	General school maintenance	DIY skills	Linda - 087 1364935
Caretaker	Kill Ave	General caretaking	DIY skills required	Dave - 087 7370327

## Catering Jobs

Job Title	Location	Duties/Job Description	Candidate Requirements	Team Leader
Dining-Room Assistant	Ballinteer	To help prepare for meals by laying tables, assisting with service, and cleaning of tables and washing up afterwards. To provide teas and coffees as necessary.	Comfortable interacting with older people. Patient and kind. Willing to be flexible.	Ciara - 087 7370366
Coffee Shop Assistant	Kiltarnan	Serving tea/ coffee / soup /sandwiches - cleaning kitchen and dining area.	Enthusiastic, good interpersonal skills, enjoy working with people.	Ciara - 087 7370366
Kitchen Assistant	Ballyogan	Assisting in the preparation of meals and snacks for children, organising shopping requirements and food storage, keeping kitchen facilities clean and safe	Good general experience of cooking and kitchens, good attitude, careful and professional approach, teamwork.	Ciara - 087 7370366
Housekeeper	Kill Ave	General housekeeping, providing and laying out tea/coffee etc	Experience required	Dave - 087 7370327
Coffee Shop Assistant	Blackrock	Serving Coffees/Teas Soups and Sandwiches	Good personal and communication skills. Training provided.	Ciara - 087 7370366
Coffee Shop Assistant	Kiltarnan	Serving Coffees/Teas Soups and Sandwiches	Good personal and communication skills. Training provided.	Ciara - 087 7370366
Housekeeper	Kill Ave	General housekeeping, providing and laying out tea/coffee etc	Experience required	Dave - 087 7370327



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## Tús Childcare Vacancies

Job Category	Job Title	Location	Duties/Job Description	Candidate Requirements	Team Leader
Child Care	Childcare Assistant	Ballyogan	General childcare duties	Enthusiastic about working with children, some qualifications an advantage	Ciara - 087 7370366
Child Care	Community Development Worker	Ballybrack	After school programme	Good general education standard, interest in community development	Dave - 087 7370327
Child Care	Homework Assistant	Dundrum	Supporting children with their homework and coming up with creative exercises to support this	Tutoring skills, interest in art and crafts, good comm and interpersonal skills	Ciara - 087 7370366
Child Care	Preschool Assistant	Monkstown	Looking after children and helping out in the preschool	Good with children, patient and kind. A sense of humour	Gerarda - 087 9970376
Child Care	Pre-school Assistant	Shankill	Helping with young Children at the Preschool	Interest in Childcare . If not Fetac level 5 Qualified can lead to a career path with a Fetac Level 5 Progression	Gerarda - 087 9970376



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## **Tús Childcare Vacancies**

Child Care	Childcare Assistant	Shankill	Helping with pre-school children	Interest in childcare. Good with children. Ability to work as part of a team and able to take direction.	Gerarda - 087 9970376
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## Tús Driver Vacancies

Job Category	Job Title	Location	Duties/Job Description	Candidate Requirements	Team Leader
Driving	Driver/ Helper	Blackrock	Driving service vehicle, accompanying clients to activities such as swimming, shopping, and appointments	Interest in supporting people with disabilities to maximise their quality of life, full drivers licence	Ciara - 087 7370366





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## Education and Coaching Vacancies

Job Title	Location	Duties/Job Description	Candidate Requirements	Team Leader
Librarian	Blackrock	School Library - updating loans and returns, logging new books	Ability to work on their own, basic IT skills required	Ciara - 087 7370366
Schools Coach	Dalkey	coaching schools hurling & football	Interest in GAA and completion of coaching course and	Dave - 087 7370327
Coach	Kiltarnan	Coaching underage soccer teams in the club and local community	Enthusiastic and flexible, good communication and interpersonal skills, some soccer experience an advantage	Dave - 087 7370327
Soccer Coach	Kilboggett Cabinteely	Assisting with Coaching of Juniors in Soccer.	Interested in football and must have <b>recognised training in football coaching - kickstart.</b> Availability weekday evenings and Weekend mornings	Gerarda - 087 9970376



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## Education and Coaching Vacancies

Music Support	Dún Laoghaire	Supporting young early school leavers with music and musical /drama activity and helping set rooms up for meetings	Pleasant personality and an interest in youth, music, drama, etc	Gerarda - 087 9970376
Librarian	Deansgrange	Dealing with young adults/teenagers sorting out a Library in a School.	Trust worthy, ability to get on well with younger teenagers/adults	Gerarda - 087 9970376
Project Worker with children and youth services	Ballinteer	Assisting in the creation of services and supports for children & young people. This role also involves supporting new research in the DLR area which Hillview is the lead organisation	Some experience an advantage	Gerarda - 087 9970376



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### Tús Other Vacancies

Job Title	Location	Duties/Job Description	Candidate Requirements	Team Leader
Bus Escorts	Ballybrack	Morning and afternoons. Going on the bus with the children	Like working as a team and with children	Gerarda - 087 9970376
Tour Guide	Dalkey	Prepare and deliver introductory and fully guided tours and historical and literary walks / Reception duties - telephone, bookings, providing tourist information / gift shop sales / general housekeeping	Prepare and deliver introductory and fully guided tours and historical and literary walks / Reception duties - telephone, bookings, providing tourist information / gift shop sales / general housekeeping	Linda - 087 1364935
Sound Engineer & Production Assistant	Dundrum	Sound engineer for live radio broadcasts - Pre and post-production for radio programmes - Video editing and recording - Monitor broadcast content - Equipment maintenance	Some experience desired	Linda - 087 1364935



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## Tús Retail Vacancies

Job Title	Location	Duties/Job Description	Candidate Requirements	Team Leader
Retail Assistant	Blackrock	Till operation / shop floor merchandising / customer service / preparation of stock for sale;; receipt of stock / sorting and preparing items for sale / pricing of stock / general housekeeping	interest in charity stores / good customer service skills / organisational skills	Linda -  087 1364935
Retail Assistant	Dun Laoghaire	Retail Assistant working in busy charity shop	People skills, ability to work as part of a team	Ciara - 087 7370366
Retail Assistant	Dun Laoghaire	Retail Assistant working in busy charity shop	Friendly person with excellent communication skills.	Gerarda - 087 9970376
Retail Assistant	Dun Laoghaire	Retail assistant working in busy charity shop	Ability to work as part of a team, good interpersonal skills required.	Ciara -  087 7370366



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### Tús Retail Vacancies

Retail Assistant	Blackrock	Till operation / shop floor merchandising / customer service / preparation of stock for sale; for the store room assistant: receipt of stock / sorting and preparing items for sale / pricing of stock / general housekeeping	interest in charity stores / good customer service skills / very flexible as Saturday work may be required / organisational skills	Ciara -  087 7370366
Club Shop Assistant	Dalkey	Working in the club shop	Good social skills with an ability to monitor reorder stock and manage cash register and sales	Dave -  087 7370327
Retail Assistant	Dún Laoghaire	sorting clothes, cashier, customer serv. Gen retail	Good Communicator and Team player, Interested in Customer Service	Gerarda - 087 9970376
Retail Assistant	Dún Laoghaire	Sorting clothes, cashier and general retail duties	Pleasant personality and a Team player	Gerarda - 087 9970376
Retail Assistant	Dalkey	Retail Assistant working in busy charity shop	Friendly person with excellent communication skills.	Gerarda - 087 9970376



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### Tús Retail Vacancies

Retail Assistant	Dun Laoghaire	Retail Assistant working in busy charity shop	Friendly person with excellent communication skills.	Gerarda - 087 9970376
Warehouse/Retail Asst	Dun Laoghaire	Setting up the storage solutions in the basement of the shop. This is a good opportunity for someone wanting to get warehouse experience and can be involved with the set up. There will be some front of customer facing role too	Good Communicator and Team player	Gerarda - 087 9970376
Retail Assistant	Dundrum	Retail Assistant working in busy charity shop	Friendly person with excellent communication skills.	Linda - 087 1364935



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## Tús Social Care Vacancies

Job Title	Location	Duties/Job Description	Candidate Requirements	Team Leader
Activities Assistant	Ballinteer	To help with preparing for and assisting with activities for the residents. To engage with the residents.	Enthusiastic and friendly. Comfortable around the elderly. Courteous to the residents, staff and guests.	Ciara - 087 7370366
Befriender	Dun Laoghaire	Accompany people on day trips and excursions, spend time with service users doing activities.	Have a friendly, open and empathic nature, be able to adapt to different personalities and work with individuals with different needs.	Gerarda - 087 9970376

## Tús Admin Jobs

Job Category	Job Title	Location	Duties/Job Description	Candidate Requirements	Provider	Team Leader
Administration	Administrator/ Project Worker	Balally	General office admin duties/ project work	Ability to work as part of a team.	Balally FRC	Ciara - 087 7370366
Administration	Administrator	Kiltiernan	Assist with general admin duties in the new Kiltiernan Parish Centre	Effective communication and organisation skills.	Kiltiernan Parish Centre	Ciara - 087 7370366
Administration	Administrator/ Receptionist	Churchtown	Liaising with students, teachers and external contacts, booking appointments for individual parent/teacher meetings, dealing with phone queries, rerouting calls to relevant recipients, sorting incoming and outgoing post, Photocopying, printing and distributing documents, greeting clients.	Comfortable with MS office, effective communication skills both oral and written, good customer service ethos.	De La Salle College	Ciara - 087 7370366
Administration	Receptionist	Dun Laoghaire	Basic Administration duties	Reliable with excellent communication skills. Basic computer skills.	DROP	Linda - 087 1364935
Administration	Receptionist / Admin support	Cabinteely	''	Effective communication and organisational skills. Experience essential	Cabinteely Secondary school	Dave - 087 7370327



Administra tion	Librarian	Loughli nstown	Librarian in a Secondary School	Some experience preferably but not essential- Must be willing to work on their own initiative	St. Laurence' s College	Dave - 087 7370327
Administra tion	Admin support x2	Ballybra ck	Assist in the admin support to Care & Repair service.	Effective communication skills, proficient level of word/Excel	Care & Repair Coolevin	Dave - 087 7370327
Administra tion	Administrator/ Project Worker	Sandyfo rd	Assisting with the activities of the network, Attendance records for groups, Shopping for the Groups, assisting with groups.	Good maintenance skills, able to work using own initiative, reliable, effective communication skills	Moreen/B lackthorn Network	Linda - 087 1364935
Administra tion	IT Database Controller	Dalkey	Updating the club's database and ,liasing with various sub committees	Basic computer and administration skills	Cuala GAA CLUB	Dave - 087 7370327
Administra tion	Admin Support	Leopard stown	Supporting Admin role in the hospital/ Nursing Admin Training will be given. Full GV Clearance required for this role	Good admin and communication skills	Leopardst own Park Hospital	Gerarda - 087 9970376
Administra tion	Receptionist/ Administration/ social media	Dundru m	Dealing with phone calls, queries, filing, handling emails, updating website content and social media.	Comfortable with MS Office suite, good customer service skills, good attention to detail. Social media experience desirable.	Muslim Sisters of Eire	Linda - 087 1364935
Administra tion	Admin Support	Leopard stown	Supporting with Admin duties at Leopardstown Pk Hosp	Exp in Admin and training will be given	Leopardst own Park Hosp	Gerarda - 087 9970376
Administra tion	IT Support	Kill Ave	Carry out web updates, administration for social media profile	Experience required	BEC	Dave - 087 7370327
Administra tion	IT Support	Kill Ave	Carry out web updates, administration for social media profile	Experience required	BEC	Dave - 087 7370327

Administra tion	Project Co- ordinator	Dundru m	Organise board meetings. Carry out research. Develop and maintain internal databases / information repositories. Carry out general office duties. Plan, organise and co-ordinate events in support of the Forum. Attend meetings and events representing the Forum. Provide support to on-going projects.	Effective communication and organisation skills. Able to work on own initiative and in a team environment. Strong written and oral communication skills. Good MS Office experience. Ability to plan and organise events. Ability to represent the forum at events.	DLR Ethnic Minority Integration Forum	Sean - 087 2715031
Administra tion	IT Support	Kill Ave	Carry out web updates, administration for social media profile	Experience required	BEC	Dave - 087 7370327

## Tús IT Jobs

Job Title	Location	Duties/Job Description	Candidate Requirements	Team Leader
School IT Support	Monkstown Farm	Keep school equipment updated and in operation	Experience required in Web Design and Software updating	Dave - 087 7370327