

## South Dublin County Partnership

### Vacancy: Access Officer (Administrative Focus)

Part-time | 18 to 21 hours per week | continuous contract (subject to funding)

South Dublin County Partnership (SDCP) invites applications for the position of **Access Officer** to support the delivery and administration of the **Clondalkin Access Network (CAN)**, funded by the Department of Further and Higher Education, Research, Innovation and Science. The post is managed under SDCP's Lifelong Learning team.

SDCP works with individuals and communities experiencing social and educational disadvantage, promoting social inclusion, lifelong learning, and labour market participation. We are an **Equal Opportunities Employer** and welcome applications from candidates of all backgrounds.

This role has a **strong emphasis on administration, coordination, reporting, and systems support**, ensuring the effective day-to-day operation of the Clondalkin Access Network. Working closely with schools, partners, and the SDCP team, the postholder will provide high-quality administrative and organisational planning and delivery of access and progression initiatives.

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## Key Responsibilities – Programme development

- To develop and implement a yearly plan that responds to emerging needs and meets the criteria for funding as outlined by DFHERIS.
- To deliver an agreed programme of activities that support progression to Further and Higher Education for students.
- To organise talks and presentations in collaboration with HE institutes, SDCP LLL team, ITFI and Aspire Project that promote HE and alternative progression pathways.
- To work and consult with the staff of schools, voluntary and statutory agencies to develop and deliver initiatives that support school retention.
- To promote CAN activities within the local community through targeted campaigns.
- To support a return to education for local parents through targeted interventions.
- To promote diversity and equality of access to further and higher education in underrepresented groups through targeted interventions.

## Key Responsibilities – Administration

- To manage funds and develop the Clondalkin Higher Education Access Project in line with the National Access Plan and priorities outlined by the CAN committee.
- Maintain accurate **databases, CRM systems, and participant records**, ensuring GDPR compliance at all times.
- Prepare and maintain **reports, returns, and monitoring data** for internal use and funders.
- Coordinate meetings, prepare agendas, take minutes, and follow up on actions.
- Undertake evaluation activities by collating data, feedback, and evidence of outcomes.
- To organise and attend meetings relevant to the development of CAN.
- To carry out tasks assigned by the Lifelong Learning Manager as required.

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## Essential Criteria

- A relevant qualification in **education, training, youth work, social sciences, administration, or a related field**.
- A minimum of **3 years' experience** in an administrative or coordination role within education, community development, access, or social inclusion settings.
- Strong **administrative, organisational, and time-management skills** with high attention to detail.
- Experience in **report writing, data management, and monitoring**.
- An understanding of **financial systems and administrative procedures**.
- Excellent **IT and digital skills**, including databases/CRM systems and Microsoft Office.
- Strong written and verbal **communication skills**.
- Garda Vetting will apply.
- Full clean driver's licence and access to a car for work purposes.

## Desirable Criteria

- Knowledge of the **National Access Plan** and policies related to equity of access to further and higher education.
- Experience supporting projects addressing **educational disadvantage or early school leaving**.
- Experience working with **schools, youth, or community organisations**.

## Remuneration & Benefits

- Salary scale: **€34,831 (Point 1) – €43,104 (Point 5) pro rata**, commensurate with experience and qualifications.
- Access to **HSF Low-cost health fund**.
- Training and professional development opportunities.
- Employee Assistance Programme.
- Opportunity to apply for **remote working (up to one day per week pro rata)** in line with SDCP policy.

## Application Process

Applicants should submit:

- A **CV (maximum 2 pages)**
- A **cover letter** outlining suitability for the role

Applications should be clearly marked:

**CAN Access Officer Ref: 218**

Applications may be submitted by post or by email to [jobs@sdcpartnership.ie](mailto:jobs@sdcpartnership.ie).

**Closing date:** 5.00pm, 13<sup>th</sup> of February 2026

Please include details of **two referees** (contact will not be made without prior notice). Late applications cannot be considered. Shortlisting will apply.

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