



# Job Description:

## Part-Time Administrator Charity Shop

North West Hospice Charity Shop Operations & Support

### Role Overview

The Administrator plays a vital role in the efficient functioning of the charity shop, supporting smooth day-to-day operations and providing essential administrative support to the Commercial Manager. This position is ideal for individuals who are organised, proactive, passionate about contributing to the charitable sector, and who work well independently and as part of a wide team of staff and volunteers. You will collaborate closely with team members, volunteers, and external stakeholders, supporting both office and outreach efforts.

### Key Responsibilities

- Manage day-to-day administrative tasks to ensure the smooth operation of the charity shop office.
- Provide support for social media activities, including content creation, scheduling posts, and engaging with the online community.
- Assist with general office duties such as filing, data entry, and handling correspondence.
- Coordinate and support events and fundraising activities for the shop, ensuring effective communication and organisation.
- Maintain accurate records and databases, supporting the compliance and reporting needs of the charity shop.
- Maintain training requirements of all charity shop staff and volunteers. Liaise with Charity head office on training, health and safety and other ad hoc requirements.
- Communicate effectively with team members, volunteers, and external stakeholders to foster a collaborative environment.

### Required Qualifications and Skills

- Proficiency in using office software, including Microsoft Office (Word, Excel, PowerPoint).
- Strong organisational and multitasking abilities, with attention to detail.
- Excellent communication and interpersonal skills, both written and verbal.
- Ability to manage social media platforms, including Facebook, Instagram, LinkedIn to create engaging content for various audiences.
- Basic knowledge of administrative procedures and best practices.

## Preferred Experience

- Previous experience in an administrative role or a similar position.
- Experience in managing social media accounts for a business or organisation.
- Familiarity with operations in the charity or non-profit sector.

## Attributes and Competencies

- Detail-oriented and highly organised, with the ability to prioritise tasks.
- Ability to work independently as well as collaboratively within a team.
- Positive attitude and a willingness to learn and adapt within a dynamic environment.
- Strong problem-solving skills, with the initiative to address challenges proactively.

## Time and Place of Work

- Ideally this candidate will work five half days Monday to Friday to a total of 20 Hours per week, however there is scope to change this to 3 full days across the week.
- The candidate will be working on site at the North West Hospice Charity Shop based at lower Quay Street Sligo.
- Salary available on request.

## Application Process

- Interested candidates are invited to submit their CV and a brief cover letter outlining their suitability for the role. Please highlight relevant experience and skills and indicate your availability for interview. Closing date for Applications, Friday 30<sup>th</sup> January 2026.

Apply to : [aisling@northwesthospice.ie](mailto:aisling@northwesthospice.ie) or North West Hospice Charity Office, Adelaide Building, Wine Street Car Park, Sligo C/O Aisling O Connor

## Equal Opportunity Statement

We are committed to creating an inclusive work environment and welcome applications from all qualified candidates, regardless of background or identity.