



## ***ST. FRANCIS HOSPICE DUBLIN***

**(UNDER THE CARE OF THE DAUGHTERS OF CHARITY)**

St. Francis Hospice Dublin provides a comprehensive range of palliative care services for patients and their families living in North Dublin City and County.

This is an exciting opportunity to join a dynamic, innovative organisation that is committed to the delivery of first class services to patients with life-limiting conditions and their families.

**We're looking for...**

### **Education Administrator Permanent Contract – 25.5 hours per week (Blanchardstown/Raheny)**

The Education Administrator will play a key role in supporting and collaborating with the education team to contribute to the long-term development of education within St. Francis Hospice Dublin. The candidate will support the Head of Education and the rest of the education team and contribute to the development and delivery of education initiatives across the organisation.

**The person must ....**

- Be educated to degree level or equivalent experience gained in a relevant working environment.
- Have relevant experience in an administration position.
- Have experience of working in a customer service environment.
- Have experience of supporting organisational development / initiatives in an administrative capacity.
- Be proficient in MS office, Excel, Word, PowerPoint, Outlook, SharePoint, Remote Working Tools (Zoom/Skype/Microsoft Teams).
- Have a Full driving license.

**Informal enquiries to: Barbara Sweeney, Head of Education at [bsweeney@sfh.ie](mailto:bsweeney@sfh.ie).**

Job description and application form can be downloaded from the Careers page on our website [www.sfh.ie/career-opportunities](http://www.sfh.ie/career-opportunities).

Candidates should complete the application form and submit it along with a cover letter and a copy of their Curriculum Vitae to [recruitment@sfh.ie](mailto:recruitment@sfh.ie).

**Closing date for all applications is Sunday, 3<sup>rd</sup> December 2023  
Shortlisted candidates will be interviewed on Friday 8<sup>th</sup> of December 2023**

Visit our website at [www.sfh.ie](http://www.sfh.ie)

St. Francis Hospice Dublin is an equal opportunities employer