



**OXFAM**  
Ireland

**Who we are! What we do!**

*Oxfam is a global movement of people who won't live with the injustice of poverty. Together we save lives and rebuild communities when disaster strikes. We help people build better lives for themselves. We speak out on the big issues that keep people poor, like inequality and discrimination against women.*

**Please contact [volunteer@oxfamireland.org](mailto:volunteer@oxfamireland.org) prior to applying to check current vacancy of role.**

<b>Role Title</b>	Corporate Services Team Member
<b>Overview of Role</b>	The Finance & Corporate Services department is looking for an enthusiastic, reliable individual to work with the <b>Corporate Services team</b> to assist with the smooth running of the Dublin office. This role may be suitable for somebody who wishes to gain work experience, or return to work in an office environment. They will be tasked with general office administration duties in support of the work of a busy office.
<b>Key Tasks</b>	<ul style="list-style-type: none"><li>• Some of your tasks will include:</li><li>• General administrative duties e.g. data input, word processing</li><li>• Printing, photocopying &amp; document filing</li><li>• Support with specific upcoming projects</li></ul>
<b>Location available</b>	Oxfam Dublin Office, 2 <sup>nd</sup> Floor Portview House, Thorncastle Street, Ringsend, Dublin 4
<b>Commitment</b>	Minimum of two half days per week
<b>Managed by</b>	Corporate Services Administration Assistant

<b><i>Skills and experience required</i></b>	<ul style="list-style-type: none"> <li>• Very good interpersonal skills</li> <li>• Proficient in computer skills</li> <li>• Reliable, tactful and trustworthy</li> <li>• Fluent English</li> </ul>
<b><i>Desirable</i></b>	<ul style="list-style-type: none"> <li>• Knowledge of office procedures, computer applications</li> <li>• General admin and office support experience</li> </ul>
<b><i>Training &amp; Induction</i></b>	<ul style="list-style-type: none"> <li>• Overview of Oxfam Ireland</li> <li>• Volunteer team meet &amp; greet</li> <li>• Induction provided on volunteer role commencement will include: General office and admin support and use of office equipment as well as manual handling, health &amp; safety and Oxfam policies &amp; procedures.</li> </ul>
<b><i>Personal Development Opportunities</i></b>	<ul style="list-style-type: none"> <li>• Meet new people</li> <li>• Opportunity to join a welcoming and fun team</li> <li>• Develop administration skills</li> <li>• Build confidence</li> <li>• Add valuable experience to your CV</li> <li>• Reference provided after successful completion of 6 weeks of placement</li> </ul>
<b><i>Expenses</i></b>	<ul style="list-style-type: none"> <li>• Local travel costs from your home to and from the office will be fully reimbursed.</li> <li>• Lunch expenses can be claimed when you volunteer more than five hours in a day.</li> </ul>