



The Jesuit Centre for Faith and Justice (JCFJ) is seeking to recruit a suitable candidate for the position of **Operations Facilitator**, who will work to support the research and operations of the Centre.

Roles and Responsibilities

The tasks and responsibilities for the Operations Facilitator are as follows:

- In support of the Director, oversee the timely and efficient financial functioning of the Centre (payroll, pensions, financial returns, etc.).
- Serve as a point-of-contact for external inquiries to the Centre.
- Support the communications staff in their projects, especially in relation to maintenance and development of the Centre's CRM system.
- Assist in the organisation and implementation of special initiatives of the Centre – such as book launches, public lectures, or community engagement.
- Assist the advocacy team with the preparation and production of the Centre's publications.
- Maintain the practical requirements for the Centre's functioning – stationery, filing, postage, hospitality, and other related areas of action.
- Other duties as required.

Education and Experience

- Leaving Certificate (or equivalent) and 2+ years of relevant professional experience.
- Excellent IT skills, with a special focus on Xero, Salesforce, MailChimp, Wordpress, MS Office, Google Suite, and preferably, Adobe Creative Suite.

The Essential Skills and Attributes Required of the Operations Facilitator

Include:

- Strong communication skills, both written and verbal.
- A willingness to learn and acquire new skills.
- An ability to work well within a team.
- Social media experience.
- High capacity for organisation and the management of multiple simultaneous tasks.
- Attention to detail, with creative capacities.
- An interest in Irish social policy and Christian Ethics.

The Jesuit Centre for Faith and Justice is an agency of the Irish Jesuit Province. The suitable candidate will respect the Jesuit tradition and Ignatian ethos that marks our work.

www.jcfj.ie

Terms and Conditions

Contract duration: 3 years, subject to a review after a probationary period of six months.
Place of work: 54-72 Gardiner Street Upper, Dublin 1.
Hours per week: It is envisioned that this will be a full-time role consisting of a standard work-week of 35 hours.
Starting date: Immediate.
Salary: €28,000. Negotiable, based on experience.

Application

Applications should be emailed to: info@jcfj.ie
or posted to: Jesuit Centre for Faith and Justice, 54-72 Gardiner Street Upper, Dublin 1.

Applications should include:

- 1) Covering letter (making reference to the essential/desirable criteria outlined above).
- 2) Full *Curriculum Vitae* (maximum of 2 pages).

The deadline for applications is: 5pm, Friday October 21st, 2022.

It is expected that interviews will be held in two rounds, on Friday, October 28th and Friday, November 4th.

For inquiries, contact the JCFJ Office at info@jcfj.ie