

Scouting Ireland
National Office
Larch Hill
Dublin 16

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questions@scouts.ie



Ref: HR_SG_01-2020 – Recruitment of Safeguarding Administrator

26th May 2020

Dear Scouter,

Scouting Ireland are recruiting for an Administrator to work in the Safeguarding Department. The successful candidate must demonstrate the following:

- An ability to provide effective administrative support to the Safeguarding Team
- Demonstrate high levels of empathy when dealing with those people who engage with Scouting Ireland.
- Possess a keen attention to detail.
- Provide a high quality, courteous, efficient, and friendly service to our members and public.

The Safeguarding Administrator will report to the Safeguarding Manager. Candidates should write via email, in strict confidence, to humanresources@scouts.ie , stating how they meet the requirements, set out in the role profile: Safeguarding Administrator, enclosing a detailed Curriculum Vitae and cover letter on or before 17.00 hrs on Friday, 19th Jun 2020.

Yours sincerely

Joe Marken

Manager, Volunteer Resource Management and Group Support.

Reg. No. 397094
Charity No. CHY3507

PATRON Michael D. Higgins PRESIDENT OF IRELAND



Member of World Organisation of the Scout Movement

Directors: A list of names and personal details of every director of the company is available for inspection to the public at the company's registered office for a nominal fee. Scouting Ireland is a company limited by guarantee exempt from using the word "limited". Registered Office: Scouting Ireland National Office, Larch Hill, Dublin 16