**Community Car Dispatcher / Administrator**

**NEWKD – Part-time position \* 1**

**Location – flexible within the NEWKD area**

NEWKD is seeking applications for a P/T Dispatcher / Administrator to support the delivery of a key service for the Ukrainian refugee community living in the Tralee / North Kerry area.

The Community Car initiative is aimed at supporting Ukrainian refugees who have been offered temporary accommodation in rural locations of Tralee / North Kerry under the “Offer a Home” appeal but can include the wider Ukrainian community. This initiative will offer a dedicated transport service for these individuals and will aim to transport them from their rural location to nearby towns / villages from where local services or local / national transport links can be accessed.

**Role / Key Responsibilities:** Reporting to the Social Inclusion Manager or designated Development Worker, the Community Car Dispatcher / Administrator duties will include:

The Dispatcher role will be to coordinate a dedicated transport service for these individuals with the aim of transporting them from their rural location to nearby towns / villages where local services or local / national transport links can be accessed. This role will also provide administration support to the NEWKD Ukrainian SICAP Project Team that works directly with individuals and families.

**Essential Criteria**

* Fluent or good conversational skills in Ukrainian / Russian and English
* Competent in the use of Microsoft Office
* Attention to detail and good organisational skills
* Excellent communication skills

**Non-Essential Desirable Skills, Abilities and Experience**

* Previous experience in public transport and / or taxi services
* Good geographical knowledge of Co. Kerry

This job description is intended to outline key duties and responsibilities for this position; it is not intended to be an exhaustive list of all duties, responsibilities and activities. A flexible approach to tasks which arise that are not specifically detailed in this job description will be required.

**TERMS OF EMPLOYMENT**

One part-time position, working 17 hours per week. The availability of positions will be determined by demand for the service and will be at the sole discretion of NEWKD.

Due to the nature of the work, the position will require working unsocial hours (i.e. evenings and weekends). This position is subject to Garda Vetting in line with NEWKD Company’s policy.

This is a specified purpose contract for a fixed term of 12 months subject to continued provision of the service and funding availability. The salary for this post is Administration & Clerical Scale (point 1 €24,397 p.a. to point 4 € €27,811 p.a., pro rata).

Annual leave entitlement is twenty-three (23 days) days per annum (pro rata for part-time positions). Entitlement to leave for Public Holidays is in accordance with the terms of the Organisation of Working Time Act 1997.

**TO APPLY**

Candidates should send a completed CV and covering letter only to jobapplication@newkd.ie. Applications should be submitted by email only. Email should be marked “CCAD-Tra”.

The closing date will be Sunday 18th June 2023. Late applications will not be considered. NEWKD is an equal opportunities employer and should anyone need support or reasonable accommodations please let us know.