

Project and Administrative Support, Dublin

Centre for Effective Services (CES) Dublin

Role Profile

December 2025



Title: Project and Administrative Support, Dublin

Employer: Centre for Effective Services - CES

Location: CES offices, Dublin (hybrid)

Duration: 2 year fixed-term contract

Hours: Full-time (37.5 hours per week)

About CES

CES aims to improve the lives of people living in Ireland and Northern Ireland by supporting the implementation of excellent public services through evidence informed policy and practice. We work with government departments and service providers to design, develop, implement and evaluate public policies and services.

CES is a not for profit, all island organisation established in 2008. An early focus on children and young people is still important to our work, and we have expanded our work in health, social care, education, justice and housing. Originally funded through philanthropic and state grants, CES is increasingly funded through income generation in providing expert support aligned with our charitable status.

Read our latest organisational strategy 'Partnerships, Profile, People' [here](#).

Our Values

The following values are important to us in how we approach our work:

- Collaboration
- Creativity
- Equity
- Evidence
- Learning

Working at CES

Our team combines expertise relevant to our work, including implementation and change management; research, evaluation and evidence synthesis; policy and practice; knowledge and communications; finance and governance. Our work at CES is made possible by the commitment of our staff. We welcome people with a wide range of skills, from different backgrounds, sectors and disciplines. Staff at CES have the opportunity to work on projects in Ireland, Northern Ireland, or on an all-island basis. We provide our staff with work which is rewarding, challenging and which makes a difference to people living in our communities. We offer flexibility, opportunities to learn, reflect and progress.

Objective for this role

CES works on up to 30 active projects at any given time, delivering high-quality, timely evidence-informed projects related to research, policy, systems, and practice, to improve outcomes for people across Ireland. This role provides support to project teams, each managed by a project lead, and also supports the Corporate Services Manager and the CEO. We seek a highly organised, energetic administrator capable of managing multiple tasks and maintaining efficient office systems to support the organisation's work.

Key Responsibilities

1. Project Administration

Providing administrative support to Project Leads on a range of projects in the island of Ireland including but not limited to:

- Assisting in developing project task plans and follow-up activities.
- Working with project leads and corporate services to ensure the successful onboarding of new client funded projects, in accordance with CES guidelines.
- Supporting project leads in managing project budgets and income recognition through the life cycle of the project. This includes supporting monthly project budget reports which monitor actual and forecasted time and costs vs budget and ensuring that third party project costs and expenses are recorded in our time management system.
- Support senior managers and project leads in updating project and staff forecasts in our system to ensure real time accurate information is available on future staff team capacity and the tracking of individual projects vs budget.
- Managing invoice timelines and preparation.
- Events management – both online and in venues.
- Gathering and processing data to inform stakeholder reports and the measurement of CES's key performance indicators.
- Assisting with formatting and production of reports, documents and presentations in Word, Excel, PowerPoint, etc. Maintaining and filing project documents.
- Arranging in-house and online meetings, booking rooms, equipment, and catering.
- Organising travel and accommodation arrangements for team members and associated personnel.

2. General Administration

In addition to their work across project teams, the successful applicant will work closely with the Corporate Services and Finance teams to ensure that project administration complies with regulatory and financial requirements. Responsibilities include:

- Management, oversight and updating of data protection activities in collaboration with Corporate Services Manager using software platform
- Maintaining and updating health and safety policies and procedures to ensure they are compliant with legislation
- Managing phone calls and correspondence (e-mail, letters, deliveries, packages etc.)
- Managing CES office systems and contracts database, including SharePoint, time tracking and expenses system: Harvest - for accurate project reporting and cost tracking (training provided)
- Assisting with HR activities, including supporting wellbeing initiatives and maintaining staff training log

This list is not exhaustive and is likely to change over the lifetime of the contract.

Person Specification

Candidates must demonstrate how they meet these essential skills and experience criteria

Essential Skills / Experience

- Minimum of two years' experience of working in a busy project support/administration role within a busy project office environment.
- Experience of preparing project documents including action logs, presentations and reports, budget reports, time sheets and invoices.
- High level of proficiency in Microsoft Office Suite - Word, Excel, PowerPoint, Outlook and Teams.
- Experience of working in client focused, service-oriented organisations.
- Highly developed interpersonal skills with an ability to communicate effectively with a wide range of stakeholders.
- Self-motivated, effective team member with the ability to work on his/her own initiative.
- Ability to prioritise work and meet deadlines, while producing work to a high standard.
- Ability to represent the organisation appropriately.

Desirable Skills/Competencies

- Knowledge of public sector and voluntary services for children, young people, families and communities.
- Knowledge of SharePoint document management and Harvest (or other time management software).

Reporting to

Director or senior staff with responsibility for a range of projects.

Contract Term

2-year fixed term full time contract.

Hours of Work

The hours of work will be full-time (37.5 hours per week) Monday to Friday

Location

This position is based in CES's offices in Dublin. CES is operating a hybrid working model and the post holder will be expected to be in CES offices in Dublin at least once a week. Due to the all-island nature of CES' work, there will be a requirement to travel from time to time including to CES's office in Belfast or to other locations in Ireland.

Why apply for this post?

- A competitive salary is offered, commensurate with skills and experience. An indicative range for this role is €34,000 to €42,000.
- 25 days of annual leave
- CES makes a matched contribution of up to 5% of annual salary to a designated pension scheme after completion of a probationary period.
- Access to a range of flexible working options.
- Excellent training and development opportunities.
- Access to a focused employment wellbeing programme.
- Cycle to Work Scheme supported.
- Tax saver travel ticket scheme supported.
- Opportunity to work on projects in other CES locations.
- Opportunity to work towards meaningful social change in the not-for-profit sector.

How to apply

To apply, please forward your CV with cover letter to recruitment@effectiveservices.org (kindly include “Application – Project and Administrative Support” in the subject line). Your cover letter should detail what attracts you to the role and to CES and how your experience meets the essential and desirable criteria.

The closing date for receipt of applications is **12pm on Friday 16th January 2026.**

To be considered for this role, candidates must be legally eligible to work in Ireland.

Queries can be addressed in confidence to recruitment@effectiveservices.org

As a result of this competition a panel may be formed from which future similar vacancies in CES may be filled. This panel will remain active for a maximum period of 12 months.

Equal Opportunities

We are an equal opportunity employer and value diversity at CES. Should you require accommodations or assistance during our recruitment process due to a disability, please contact recruitment@effectiveservices.org for support.

For more details on our recruitment process, please see CES recruitment policy [here](#).

Data Protection

The personal data that we collect as part of this recruitment competition will be processed, stored and retained in line with data protection legislation and CES’ Data Protection and Privacy Policies. You will find details on how we process your data in our Privacy Statement [here](#). For further queries on data protection, please contact us on dataprotection@effectiveservices.org.