

The Tara Centre is a leading Registered Charity, governed as a Company Limited by Guarantee, and based in Omagh, Co. Tyrone. Throughout its twenty-six-year history of service to the community, it has delivered a wide range of holistic healing interventions including a variety of educational programmes, *“in the service of healing, peace and holistic wellbeing”*.

**We now wish to fill the post of:**

**PROJECTS ADMINISTRATOR**

The Projects Administrator will play an important role in assisting the senior management team with the development and management of funding applications, preparation of reports including financial reports and contract monitoring returns. The Projects Administrator will also provide general administrative support to the Tara Centre senior management team. This post is part funded by the Victims and Survivors Service (VSS).

**FOR FURTHER INFORMATION AND TO OBTAIN AN APPLICATION PACK, PLEASE VISIT OUR**

**WEBSITE**

[**www.**](http://www.recruitment) **@taraomagh.com/jobs**

Completed Application Forms and documentation must be returned as follows:

* **Electronically completed application forms and documentation** should be forwarded to: [**recruitment@taraomagh.com**](mailto:recruitment@taraomagh.com)

**OR**

* **Hard copies of application forms and documentation** should be sent to:

**The Company Secretary, Tara Centre, 11, Holmview Terrace, Omagh, BT79 0AH**

**Tara Centre wishes to fill the Projects Administrator** **post as soon as possible. Applications will be screened within a reasonable timeframe and shortlisted candidates will be contacted for interview. The vacancy will close when a successful candidate has been identified. Interested candidates are encouraged to apply without delay.**

**CANVASSING WILL AUTOMATICALLY DISQUALIFY**

**The Tara Centre is an Equal Opportunities Employer**