

Job Advert



Housing | Health | Recovery

Locum Head Office Administrator

Service:	Head Office
Location:	Limerick
Duration:	Locum Contract
Post Reference No:	HR251002
Published:	3 rd October 2025
Application Closing Date:	17 th October 2025
Interview Date:	30 th October 2025

NOVAS is a not-for-profit organisation and Approved Housing Body. We work with single adults, couples and families who are homeless or at risk of being homeless. We provide a range of support services and accommodation. We have over 300 staff, and more than 30 services in Limerick, Dublin, Clare, Kerry, Cork and Tipperary including residential homeless services, social housing and community-based services for tenancy sustainment, homelessness prevention, mental health and recovery.

The role is situated in NOVAS Head Office, 87 O'Connell Street, Limerick but will require travel occasionally, to other locations where NOVAS services are located or training events. This role requires some element of flexibility and adaptability and the postholder is required to be available to work Monday to Friday from 8.45 am to 4.45 pm for ad-hoc hours.

NOVAS is a Trauma Informed practice organisation, and the principles of collaboration, diversity, respect and trust are embedded in our way of working together. Our services are provided through support of our partners in local government through the Local Authorities, HSE, and other donors and funders

Desirable Skills and Knowledge (Please see Job Description for complete Person Specification)

- Excellent communication and listening skills.
- Have excellent organisational, prioritising and time management skills.
- Ability to deal with sensitive issues while maintaining confidentiality.
- Ability to multitask and prioritise competing demands.
- Enjoys working with people, is approachable, and warm and friendly
- Good IT skills, experience with MS Office.
- Clear written and verbal communication skills with proficiency in English (written and spoken).
- Willingness to work as part of a wider team.
- Be flexible regarding working work hours



If you would like to work for NOVAS, an application form and job description can be found on the careers section of our website www.novas.ie/work-for-us. If you require any further information or wish to submit a completed application form, please email recruitment@novas.ie

