



Family Liaison Coordinator

Barretstown serves children affected by cancer and other serious illnesses and celebrates 30 years this year, having served over 125,000 campers since 1994. Barretstown's essential therapeutic camps and programmes are a vital part of a child's illness journey, supported by 24/7 medical care at our 500-acre campus. Based in Barretstown, Ballymore Eustace, Co Kildare, you will see first-hand the impact of your work, as you Press Play on childhood for families living with serious illness and hear the laughter of camp all around.

We have an opportunity in our Family Liaison Department. The successful candidate will work as part of a team supporting the coordination of 5000 campers who visit our camps annually.

The appointee will also ensure positive family experiences from start to finish in the camper application process including prompt responses to all family enquiries. The successful candidate will liaise with other departments across the organisation and ensure that all the relevant stakeholders are kept informed. A strong sense of client service is important to ensure that our campers and their families are looked after as we work through each step of the application process.

Data entry and the maintenance of accurate records and reports are also an important element of the role.

The Family Liaison Coordinator will have excellent administrative and organisational skills and demonstrate strong communication and interpersonal skills. The successful candidate should work well within a team environment while having the ability to work on their own initiative.

Good experience of Microsoft Office is essential while knowledge of CRM Systems is a distinct advantage.

The appointment will be made on a full-time permanent basis.

(Please note that occasional out of hours (evenings/weekends) work is required at times, and candidates must have own transport with full clean driving licence)

Remuneration and benefits will be discussed during the recruitment process. Closing date for the role is the 6th December 2024.