



St. Gabriel's Foundation is a well-respected Charity and Voluntary Organisation based in the mid-west. St. Gabriel's provide services and therapeutic interventions to children and adults with disabilities through their Children's Disability Network Teams, Hydrotherapy Pool, Orthotics Department and Respite House. St. Gabriel's receives funding through Statutory Agencies, Social Enterprises, Philanthropy, Grants and Fundraising activities. Please visit <https://www.stgabriels.ie> for comprehensive information on our organisation and its range of services.

We are currently looking to recruit a **Facilities Co-Ordinator** to join our Organisation to support the day-to-day operations, maintenance, and administration of service contracts. This role ensures that building systems, services, regulations are efficiently managed while maintaining a safe, clean, and compliant environment. The Facilities Co-Ordinator acts as a key liaison between contractors and the management team.

Informal enquiries to: Susan Walsh, swalsh@stgabriels.ie
Application form, job description and job specification are available from:
cdillon@stgabriels.ie

The successful candidate must have:

Qualifications & Experience

- Minimum 3 years' experience in facilities, property, or building management.
- Knowledge and practical experience of building systems (HVAC, electrical, plumbing, BMS) and service coordination.
- Familiarity with health and safety and compliance requirements (e.g., risk assessments, fire safety).
- Good range of DIY skills and experience including general/building maintenance, a trade qualification is desirable, preferably **Electrical**.
- Knowledge of pool plant room would be an advantage.
- Proficiency in Microsoft Office Suite and very comfortable with new technology integration.
- Strong organisational, communication, and problem-solving skills.

Personal Attributes

- Strong attention to detail and ability to prioritise competing tasks.
- Excellent interpersonal, stakeholder management skills.
- Demonstrate a strong interest in the organisation's ethos, equalled with work ethic.
- Team player but crucially the ability to work independently.
- Flexible and adaptable to changing operational needs.

What we offer:

- Competitive salary commensurate with experience
- Paid holidays
- Bike to work scheme
- EAP
- Flexible Supportive Workplace

All applicants must be eligible to work in Ireland

SHORTLISTING MAY APPLY

Closing date for receipt of application: Friday, 1st May @ 12 noon

Canvassing will disqualify

St. Gabriel's is an Equal opportunities employer