

**Administration Support Officer**

**Wexford Mental Health Association**

**Job Specification and Terms and Conditions**

**Please Quote 2023- 001 when applying for the position.**

**To apply for this position please submit a cover letter setting out your reasons for applying for the position along with your Curriculum Vitae to Wexfordmha@mentalhealthireland.ie**

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| **Job Title** | Administration Support Officer (ASO) |
| **Posts Available** | 1 Post |
| **Closing Date** | Tuesday 7th February  |
| **Proposed Interview Date(s)** | Wednesday 15th February |
| **Location** | Wexford Mental Health Association, 5/6 Crescent Mall, Henrietta Street, Wexford |
| **Employer** | Wexford Mental Health Association |
| **Reporting Relationship** | Operations Manager, Wexford Mental Health Association  |
| **For Informal inquiries**  | Please contact – Theresa Goff, Operations Manager – 087 1808703 |
| **Purpose of Post** | Wexford Mental Health Association is a voluntary organisation, registered as a limited company with charity status that works to promote positive mental health and wellbeing to all individuals and communities and supports existing mental health services in Co Wexford. For further information, please visit our website: wexfordmentalhealthassociation.ie  |
| **The Role** | The position of ASO for the Wexford Mental Health Association Recovery and Wellbeing Hub is a key resource to support the developing structure and continued partnership journey towards the establishment of a Recovery and Wellbeing Hub in Wexford. |
| **Essential Skills** | The successful candidate should have strong organisational and time management skills and work well on their own initiative as well as with others. Excellent Computer, telephone and communication skills is required. They will also need to be very familiar with GDPR requirements. |
| **Key Areas of Work** | Wexford Mental Health Association:* Provide Admin Support to Projects carried out by Wexford Mental Health Association e.g., Wellness Recovery Action Planning, Discover Recover Theatre Project, Expressions, Creativity Counts and others
* Promote Wexford Mental Health Associations initiatives and partner initiatives on Website and on social media platforms
* Signpost people to appropriate service when they contact the Wexford Mental Health Association either by telephone, email or call to the office looking for information.
* Assist with Fundraising for WMHA
* Work with project partners to promote mental health initiatives and practices
* Manage WMHA Training Facilities and Bookings
* Provide accounts assistance to the Operations Manager
* Engage in communication activities related to courses and projects taking place at WMHA
* Supervise TUS staff member

Administration Support to the Area Directors of Mental Health Nursing* Prepare Agenda, take minutes of monthly meetings and circulate thereafter.
* Follow up with Directors to ensure that tasks assigned have been completed
* Coordinate the gathering of information on various projects and distribute as required
* Ensure that all correspondence sent to the group is circulated as required and appropriately actioned

**Other*** Be responsible for running Wexford Mental Health Association office in Henrietta Street (maintaining stationery supplies, suitability of equipment etc)
* Such other duties, which do not change the nature of the post, as may be determined by the Operations Manager/ Board of Directors
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| **Person Specification** | **Eligibility Criteria*** A minimum of 2years’ Administration Experience in a busy office environment.
* Excellent general administration skills and computer skills, including Word, Excel, PowerPoint, Outlook and database packages

**Essential Skills:*** A minimum of 2years’ Administration Experience in a busy office environment.
* Excellent general administration skills and computer skills, including Word, Excel, PowerPoint, Outlook and database packages
* Ability to work with a wide range of individuals and organisations.
* Excellent communication skills, both written and verbal
* Full, clean driving licence and access to a car for work purposes
* Self-Motivated and able to work autonomously and as part of a team.
* Awareness of equal opportunities
* Ability to establish connections and harness relationships with partner organisations
* Excellent Organisational Skills
* Excellent Inter-personal skills
* Good knowledge of social media platforms such as Facebook, Twitter, Instagram etc

**Desirable Skills \Experience*** Interest in Mental Health and Recovery.
* Knowledge of the community, voluntary and statutory sectors in Co Wexford
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| **Other Requirements** | **Wexford Mental Health Association is an equal opportunities employer**The successful candidate will have access to the following benefits: * There will be opportunities for training and development within the role
* Garda Vetting is a requirement.
* 2 satisfactory references will also be requested.
* A full clean driving licence is required

**The above Job Description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned from time to time and to contribute to the development of the post while in office.**  |
| **Tenure** | This is a fixed term 12month contract. Extension of which is subject to funding.  |
| **Remuneration** | €18,000  |
| **Working Week** | The hours of work for this post will amount to 20 hrs over a 4-day or 5-day period (Mon-Fri). Cover will be required for mornings. It may be necessary to travel to Dublin for a meeting once a month. Please note that there may be a requirement for some out of normal hours working from time to time in order to meet the needs of the service. Time off in lieu applies in such circumstances |
| **Annual leave** | Annual leave allocation is based on 20 hours per week working = 96 hours |
| **Probation** | 6-month probationary period |
| **Competition specific selection process** | Short listing will be carried out on the basis of information supplied in your curriculum vitae and letter of application at the closing date.The criteria for short listing are based on the eligibility criteria in the person specification section of this job specification. |