

Job Title: Administrator - Eastern and Western Region	Department: Eastern and Western Region
Reports To: Regional Manager	Location: Based in Grow's Office in Tullamore and working from home occasionally
Contract Type: Permanent	Hours of Work 15 hours per week



Purpose of the Role

The purpose of the role is to work directly with the Regional Manager and Team, Finance Manager, and other members of the national team to ensure compliance to best practice in the general administration of Grow Mental Health in support of member and organisational needs. This role also involves management of the Office ensuring health and safety and Covid safety protocols are implemented and followed

Book Keeping and General Office Duties

- To manage the Grow office
- To initially develop an understanding of Sage with a view to inputting accounts.
- To manage the correspondence and other document production as required.
- To answer the telephone as provide information and assistance to information line callers and entering info line data onto the system.

- To set up and maintenance of office files and databases.
- To distribute monthly order office supplies as required ensuring adequate supplies of literature are available.
- Taking and distributing minutes of staff meetings.
- To manage communication for the region to include but not limited to email, internet, web updating and mail.
- To maintain an orderly office to include ensuring health and safety excellence.
- To complete own TMS on a weekly basis.

The National Weekend

- To assist in the event planning of the National, Regional Weekend and in managing bookings

Health, Safety and Welfare

- To ensure that the Grow office adheres to all Occupational Health and Safety regulations, including government protocols covering Working Safely during Covid
- To act as Health and Safety Representative for Grow Eastern and Westernl

Strategy Delivery and Evaluation

- To plan and deliver on, in conjunction with the national management team the key strategic objectives.

Fundraising

- To organise and participate in fundraising activates.
- To support other regional fundraisers distributing equipment and merchandising material and counting and banking monies raised.
- To actively seek to promote the work of Grow at all opportunities

Relationships with Others

- To work with other members of the Grow team to support general administration as required
- To liaise with, national staff and other administrators in Grow

- To attend training sessions and meeting as required. Some of which may occur outside core working hours

Quality Assurance

- To ensure administration standards are high and to promote continuous quality improvement for Grow's administrative activities with particular attention to legislative compliance
- To contribute to evaluation and development of administration within Grow

Reporting

- To report against agreed targets

Employee Leadership

- To lead by example and in line with the organisations staff interaction principles

Role Capabilities

Qualifications

Knowledge of the Grow programme is desirable

- A knowledge or interest in general administration is desirable
- A good standard of general education to leaving cert or equivalent is essential
- A recognised qualification in Microsoft Office (ECDL) is desirable but demonstrable literacy in Microsoft applications (including outlook, word, excels, and power point) is essential, with at least 40 wpm.
- A demonstrable knowledge of sage accounting is desirable.
- A demonstrable knowledge of salesforce is desirable
- A demonstrable knowledge of Mailchimp, Wordpress, Survey Monkey, Facebook, Twitter, Instagram, Canva and other social media tools is desirable.
- A demonstrable knowledge of time management systems is desirable
- Knowledge of Community and Mental Health Movement in Ireland is desirable

Experience

- Previous administrative experience, including experience of working in the mental health arena is desirable
- Ability to demonstrate strength of character in managing priorities of self and others.

Skills

- An excellent telephone manner and listening skills
- Ability to work as part of a team
- Ability to work with a wide range of people and handle a wide range of queries and service user needs
- Advanced computer skills
- Ability to absorb the Grow programme
- Excellent written and oral communication skills
- Excellent interpersonal and networking skills
- Flexibility and resilient character
- Motivated self-starter
- Ability to work with multiple, often conflicting priorities and on one's own initiative
- Organisation and Planning
- Inter and Intrapersonal Awareness and Skills

The principle duties and responsibilities are subject to review and amendment in light of changing circumstances and may include other duties and responsibilities as may be determined from time

Signed By Employee:	
Date	

