



Job title: Regional Administrator
Department: Administrator
Reports to: Regional Area Lead
Location: Kilkenny Office
Contract Type: Part-Time – 15 hours per week

PURPOSE OF THE ROLE

The purpose of the role is to work directly with the Regional Area Lead, the Regional Program Team and other members of Grow National to ensure compliance to best practice in the general administration of GROW in support of member and organisational needs.

Book Keeping and General Office Duties

- 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 and provide information and assistance to information line callers and entering info line data onto the MS Forms system.
- To set up and maintenance of office files and databases.
- To update regional group information and 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, WordPress and mail.
- Enter data from paper forms and surveys into MS Forms
- To maintain an orderly office to include ensuring health and safety excellence.
- To complete own TMS on a weekly basis.
- To support A/C administration needs including preparing for new group openings and events.

Strategy DeliverY and Evaluation

- To plan and deliver on, in conjunction with the Regional Area Lead and the national management team the key strategic objectives, in particular, this role focuses on building organisational capacity and compliance with relevant regulatory and statutory bodies.

Fundraising

- To organise and participate in fundraising activities.
- 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 your Regional Area Lead, regional team area coordinators , 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 program is desirable
- A knowledge or interest in HR 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.
- A demonstrable knowledge of sage accounting 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

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