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| **Job Title:** | Communications & Administration Assistant |
| **Sponsor:** | Carmichael Centre for Voluntary Groups (CCVG) |
| **Sub-sponsor:** | Mental Health Reform (MHR)Mental Health Reform (MHR) is the leading national coalition driving progressive reform of Ireland’s mental health system. With more than 50 member organisations and more than 10,000 individual supporters, Mental Health Reform is implementing an ambitious strategic plan to achieve fulfilment of peoples’ right to the highest attainable standard of mental health.Mental Health Reform’s vision is for an Ireland where everyone with a mental health difficulty can recover their wellbeing and live a full life in the community.  |
| **Location:** | Coleraine House |
| **Hours of Work:** | 19.5 hours / week |
| **Reports to:** | Director – Line Manager, Maria Lunch CE Matters |
| **Job Purpose:** | The Administrative Assistant (CE) will assist the Mental Health Reform team in the organisation’s work to improve mental health services and ensure the social inclusion of people with mental health difficulties by providing communications & administration support to MHR. |
| **Key Responsibilities:** | * Providing administration and communications support to the Director, Mental Health Reform team and members of the Board
* Maintaining an efficient electronic and hardcopy filing system for MHR
* Maintaining the members’ register and processing new memberships
* Processing accounting records in accordance with Mental Health Reform’s accounts procedures
* Contacting members and individuals for campaigns activities and events
* Preparing fundraising mailings
* Assisting in project administration
* Updating MHR’s Salesforce contacts database
* Participating in Mental Health Reform’s performance management system and engaging in supervision sessions on a regular basis with the Director
* To be vigilant to any Health, Safety and Welfare risks in the workplace and bring any concerns to the attention of the Director or Health & Safety Representative
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| **Skills:** | * Proficiency in Microsoft Word, web browsing, and email essential
* Strong organizational and administration skills including a proven ability to work to deadlines
* Competency in English and fluent English writing skill
* Ability to work within a busy environment
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