



# LIMERICK Mental Health Association

## LIMERICK MENTAL HEALTH ASSOCIATION

### PART-TIME PERMANENT ADMINISTRATOR

**Location:** Limerick  
**Duration:** Part-time Permanent post (subject to annual funding)  
**Hours:** 18 hours per week - 9am to 1pm  
3/4 mornings a week: Monday to Friday (Except statutory and public holidays)

The successful candidate should have a minimum of 1 year's work experience in an office environment for either a health or community development practice.

**A full job description is included below.**

**Closing date for Applications: 10.00am, Monday 10<sup>th</sup> October 2022**

Please forward your Curriculum Vitae with a covering letter to  
[info@limerickmentalhealth.ie](mailto:info@limerickmentalhealth.ie)

Appointment is subject to satisfactory references and Garda Vetting. Canvassing will not be accepted and may lead to disqualification. Due to the large volume of applications, we are not in a position to provide individual feedback to candidates who are not shortlisted for an interview.

***Limerick Mental Health Association is an Equal Opportunities Employer***



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## **JOB DESCRIPTION - Office Administrator**

The ideal candidate will be competent in IT skills, communication and have the ability to prioritise workloads, often working with little supervision. The person will be self-motivated and trustworthy. The duties will also include bookkeeping and experience of same is of benefit.

### **Responsibilities**

- Coordinate office activities and operations to secure efficiency and compliance to company policies
- Manage activities, timetables, and distribution of information
- Manage phone calls and correspondence (e-mail, letters, packages etc.)
- Support budgeting and bookkeeping procedures
- Create and update records and databases with personnel, financial and other data
- Management of office supplies and other relevant stock control
- Submit timely reports and prepare presentations/proposals as assigned
- Communicate with stakeholders and external service providers/contractors
- Minute taking and development of relevant rotas
- Maintain and coordinate all aspects of admin related duties

### **Development activity**

- Maintain relevant bookings systems
- Research member led committee and activities
- Fund-raising activities
- Participation with internal and external contacts
- Admin support to projects lead by the Project Manager

### **Reporting/Management**

- Working as part of a team
- Issuing reports to the Board of Trustees/ Manager
- Assisting with reporting on grant applications
- Managing office procedures and policies
- Liaising with statutory mental health services, voluntary mental health groups and any other relevant organisations



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## Training

- Attending training events, conferences, and other functions as necessary
- Identifying and maintaining of training needs and certifications
- Assisting with developments of new policies and procedures in line with legislation

## Supervision

- Support to volunteer's service users
- Supervision and appraisal of work for promotional and training needs

## Health and Safety

- Implementation and maintenance of health and safety standards and procedures

## Person Specification

	Essential	Desirable
Qualifications / experience	<ul style="list-style-type: none"><li>• Minimum of 1 year's work experience in an office environment</li></ul>	<ul style="list-style-type: none"><li>• Relevant QQI qualification</li></ul>
Knowledge	<ul style="list-style-type: none"><li>• Good knowledge of accounting procedures</li><li>• Experience with accounting software</li><li>• Excellent knowledge and experience of IT applications and office procedures (Microsoft)</li><li>• Community development projects</li><li>• Statutory mental health services and voluntary mental health sector</li><li>• Funding and grant awarding agencies</li></ul>	<ul style="list-style-type: none"><li>• Expert level of IT software</li><li>• Current issues relevant to mental health/mental illness</li></ul>
Disposition / attitude / personality	<ul style="list-style-type: none"><li>• Trustworthy and respectful</li><li>• Confidential</li><li>• Caring</li><li>• Energy</li></ul>	<ul style="list-style-type: none"><li>• Flexibility</li><li>• Self-motivator</li><li>• Willingness to learn</li></ul>
Skills	<ul style="list-style-type: none"><li>• Participate as a team member</li><li>• Good interpersonal communication skills</li><li>• Written skills / report writing</li><li>• Facilitation skills</li><li>• Ability to work on own initiative</li><li>• Ability to organise and prioritise one's own workload</li></ul>	<ul style="list-style-type: none"><li>• Computer literate</li></ul>



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**Note:** this job description will be regarded as a guide to the general range of duties and responsibilities pertaining to the post. Therefore, it is neither definitive nor restrictive and will be subject to periodic review and revision at the discretion of Limerick Mental Health Association of persons nominated by the organisation.