



ROLE PROFILE

Job Title:	Administration Assistant (Fixed-Term contract to end July 2017 – this may be extended subject to the availability of funding)
Accountable to:	Irish Language Development Officer - Turas
Salary:	Competitive
Location:	East Belfast Mission, Skainos Square, 239 Newtownards Road, Belfast
Hours of work:	15 hours per week. Reasonable hours outside of this may be required to fulfil the duties of this position
Leave:	20 days plus 12 statutory days (pro-rata)
Pension:	National Employment Savings Trust (NEST) Pension Scheme
Probation:	This post is subject to a 3 month probationary period.
Commencement:	Immediate
Date:	April 2017

Job purpose

Reporting to the Irish Language Development Officer for Turas, the main purpose of the job is to provide administrative support to Turas the Irish Language Project of East Belfast Mission.

The post-holder will work with other departments within EBM, as well as other educational/community organisations, to ensure that the programme is integrated into the wider community provision within East Belfast.

Main Responsibilities and Accountabilities

- Creating and maintaining filing and office systems as required
- Maintaining and updating mailing lists
- Producing and distributing information bulletins
- Identifying funding opportunities and contributing to funding applications for Turas
- Designing, populating and managing databases as required
- Producing evaluative figures and manipulating basic statistical data
- Assisting in the planning, organisation and facilitation of public events
- Designing and analysing evaluation and feedback forms for events

- Writing reports, letters and correspondence as required
- Dealing with enquiries from members of the public by telephone, email and in person
- Updating the Turas website as required
- To be able to work outside normal office hours i.e. evenings and weekends as required
- To be prepared to travel to various locations as required to fulfil the duties of this role
- To take responsibility for own learning and development and actively participate in available learning opportunities
- To ensure adherence to all health and safety regulations and EBM's policies and procedures
- Any other duties conducive to the effective operation of the post and deemed to be within the post-holder's competencies

PERSONNEL SPECIFICATION

Criteria		Essential/ Desirable
Qualifications	Minimum of 5 GCSEs or equivalent	E
Experience	<p>A minimum of two years' recent work experience in an administrative role with responsibility for:</p> <ul style="list-style-type: none"> • Creating and maintaining filing and office systems • Maintaining and updating mailing lists • Producing and distributing information bulletins • Identifying funding opportunities and contributing to funding applications 	<p>E</p> <p>E</p> <p>E</p> <p>E</p>

	<ul style="list-style-type: none"> • Designing, populating and managing databases • Producing evaluative figures and manipulating basic statistical data • Assisting in the planning, organisation and facilitation of public events • Designing and analysing evaluation and feedback forms for events • Writing reports, letters and correspondence • Experience of managing and updating websites 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p>
<p>Knowledge & Skills</p>	<ul style="list-style-type: none"> • Fluency in written and spoken Irish • Knowledge of office management systems and procedures • Excellent time management and the ability to independently prioritise work • Efficient and effective organisational skills with the ability to multitask • Excellent IT skills, including proficiency in Microsoft Office Word, Outlook and Excel; • Good interpersonal and communication skills • Self-motivated/pro-active 	<p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>

Other	<ul style="list-style-type: none">• Ability to work outside office hours as required including evenings and weekends• A clear understanding of and willingness to work within the ethos of EBM.	E E
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