

ANA LIFFEY DRUG PROJECT

JOB DESCRIPTION:	February 2022
POST:	Office Administrator (Part-time)
HOURS:	17.5 hours per week (9.30am to 1pm Mon to Fri).
SALARY SCALE:	HSE Clerical Grade Point 1 €25,101 pro rata
HOLIDAYS:	12.5 days <i>per annum</i>
REPORTING TO:	Head of Finance and Administration
RESPONSIBLE FOR:	The smooth running of the Ana Liffey's administrative functions with particular responsibility for administration relating to human resources and communications.

Vision

Our vision is for a society where all people affected by problem substance use are treated with dignity and respect and have access to quality services.

Mission

Our mission is to work with people affected by problem substance use and the organisations that assist them. We do this to reduce harm to individuals and society, and to provide opportunities for development of those individuals and organisations.

Values

<p>The Ana Liffey neither promotes nor denounces substance use but seeks to respond to problems associated with it.</p> <p><i>What this means:</i></p> <ul style="list-style-type: none">• We support people to reduce harm• We respond to peoples needs• We recognise the potential of the people we work with• We provide evidence based responses	<p>The Ana Liffey believes in rights and responsibilities.</p> <p><i>What this means:</i></p> <ul style="list-style-type: none">• We believe in supporting people to know their rights• We believe in encouraging people to take responsibility• We treat all people who come into contact with Ana Liffey with dignity and respect.
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<ul style="list-style-type: none"> • We are innovative. 	
<p>The Ana Liffey is pragmatic.</p> <p><i>What this means:</i></p> <ul style="list-style-type: none"> • We turn words into actions • What matters is what we do • We identify, take and manage risks • We are solution focused • We deliver on our commitments. 	<p>The Ana Liffey aims to make a positive contribution to society.</p> <p><i>What this means:</i></p> <ul style="list-style-type: none"> • We actively engage in the promotion of a partnership approach • We are open and accountable • We are a quality led organisation and a leader in good professional practice • We have a local, national and international perspective.

JOB AND PERSON SUMMARY

Working as part of our busy central office Finance and Administration team, your focus of responsibility is the efficient and effective administration of our organisation, with a particular focus on human resources administration for the Poole Volunteer Programme and organisational recruitment drives. . You will work closely with the wider team to refine, develop, create and operate systems and structures to help us best manage our office functions. You will also work closely with the organisations team leaders and managers to coordinate volunteer and staff related administration. The role requires a highly motivated organiser who thrives in a busy environment, and a task focused problem solver used to establishing and maintaining effective administrative systems. The role requires a skilled user of Microsoft Word and Excel, and experience working in the online environment.

Note the role does allow for remote working, in-office working and a blend of the two modalities. You will need to be able to attend offices in Dublin City Centre as needed with advance notice, as part of the role.

1. ADMINISTRATION

- 1.1 To manage all incoming and outgoing correspondence via the organisational email accounts such as office@aldp.ie and jobs@aldp.ie
- 1.2 **To manage the administration of the Poole Volunteer Programme including posting vacancies, screening applications and organising interviews.**
- 1.3 **To manage the administration of the organisations recruitment drives including posting vacancies, screening applications and organising interviews.**

- 1.4 To support new entrants to the organisation by organisation their relevant intake paperwork such as personal details and payroll forms.
- 1.5 To support new entrants to the organisation by organising their ICT needs such as work phones, laptops and organisational emails.
- 1.6 To file and maintain all office documentation in line with organisational policy
- 1.7 To further develop and implement policies on administrative file retention and security to ensure:
 - 1.7.1 Compliance with data protection requirements
 - 1.7.2 Where possible, a move towards a paperless office
- 1.8 Management of central office email account including voice mail system, invitation management etc.

2. PROCUREMENT AND STOCK MANAGEMENT

- 2.1 To liaise with and be the key contact person for key suppliers, particularly in relation to:
 - 2.1.1 Office supplies
 - 2.1.2 Medical supplies
 - 2.1.3 Communications
 - 2.1.4 Waste disposal and recycling
 - 2.1.5 Building renovation and maintenance
- 2.2 With the Head of Finance and Administration, to ensure best value for all central purchases in line with all relevant procurement guidelines
- 2.3 To coordinate orders and deliveries across all locations as part of the wider team.

4. OPERATIONAL RESPONSIBILITIES

- 4.1 Directing, coordinating and planning essential central services such as reception, security, maintenance, cleaning, mail, archiving, vehicles, travel, waste disposal, and recycling as part of the wider team.

- 4.2 Managing ALDP's Mobile Phone account– maintaining and opening accounts, organising new phones, mobile insurance, sending faulty phones back etc.

4. GENERAL RESPONSIBILITIES

- 4.1 To continuously develop the role in conjunction with your line manager
- 4.2 To ensure that all services are being run in an effective and appropriate manner which meets the aims and objectives of the Ana Liffey Drug Project
- 4.3 To participate in internal/external meetings, training events, conferences and other functions as directed by a manager.
- 4.4 To participate in regular supervision and annual appraisal, and help in identifying your own job-related development and training needs.
- 4.5 To ensure that all Ana Liffey Drug Project policies and procedures are being adhered to, particularly those relating to Health and Safety, Complaints, Code of Practice and Confidentiality.
- 4.6 To contribute to the effective implementation of the Ana Liffey's Equal Status Policy as it affects both the Ana Liffey and its work with service users.
- 4.7 To carry out your work in a professional manner at all times
- 4.8 To work in accordance with the aims, values and ethos of the Ana Liffey at all times.
- 4.9 Undertake any other duties that may be required which are commensurate with the role as directed by a manager.