

## **Shine: Workplace Programme Officer** **(<https://www.activelink.ie/node/115239>)**



### **Workplace Programme Officer**

**Reporting:** The post holder will report to the Head of Programmes and Services

**Contract:** Permanent (6-month probation)

**Hours:** 21 hours per week

**Location:** Head Office in Maynooth with flexibility for working hybrid

**Salary:** €33,714.44 p.a (pro-rata for 21 hours)

### **The Role:**

The Workplace Programme Officer will be responsible for Shine's Workplace Programme, which promotes mental health awareness and support in the workplace. This role involves close engagement with a range of organisations to foster a healthier work environment and a commitment to mental health inclusion.

### **Duties and responsibilities**

- All administration related to the Shine Workplace Programme
- Act as the main contact for organisations interested in the programme, from initial inquiries to ongoing support, providing guidance and addressing queries with professionalism and clarity.
- Liaise with participating organisations throughout the programme
- Organise presentations to participating organisations,
- Work with the Communications team to update social media channels and the website with Workplace Programme activities
- Schedule workshops ensuring all necessary documentation are completed in advance of each event.
- Coordinate with the trainers who deliver the workshop
- Maintain accurate records and produce reports on workshop outcomes and programme impact as required by funders or leadership.
- Take an active part of the Green Ribbon campaign
- Carry out other duties that may arise to support the Workplace Programme.

### **Person Specification**

#### **Essential Criteria**

- Excellent written and verbal communication skills,
- Highly organised, with the skills to balance multiple tasks and meet deadlines.
- Demonstrates accuracy and thoroughness in work, ensuring high-quality delivery
- Proficiency: in Microsoft Office Suite (Word, PowerPoint, Office365, Teams).
- Knowledgeable in social media platforms (Facebook, X, Instagram, LinkedIn).
- Experience of working on a corporate environment and ability to understand the needs and priorities of the corporate landscape.
- Strong interpersonal skills with the ability to build and maintain positive relationships with a wide range of stakeholders.
- Ability to maintain professional standards regarding client and data confidentiality.

## Desirable Skills

- Experience in developing social awareness programmes in a corporate setting is an asset.
- Additional training in workplace wellness is beneficial.

## Educational and Experience Requirements

- Minimum of 2 years of experience within a similar role or in a corporate environment.
- Full driver's license and access to reliable transportation.

## Shine benefits include:

- Shine offers professional development opportunities and training
- This role is hybrid with a one day in the office policy for all staff
- Staff pension and access to employee assistance programs are available
- 24 days annual leave per annum (pro-rata for part-time employees) plus one wellbeing day per annum

## To apply:

Please email [recruit@shine.ie](mailto:recruit@shine.ie) (<mailto:recruit@shine.ie>) with a cover letter and CV.

Shine is an equal-opportunity employer, committed to building an inclusive work environment. We welcome applicants from diverse backgrounds who are passionate about mental health advocacy and reducing stigma..

### Region

Maynooth, Co Kildare / Hybrid

### Date Entered/Updated

23rd Apr, 2025

### Expiry Date

6th May, 2025

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**Source URL:** <https://www.activelink.ie/vacancies/health/115239-shine-workplace-programme-officer>