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| **Drugs and Alcohol Task Force Administrator****Job Specification & Terms and Conditions** |
| **Job Title and Grade IV****(part-time)**  | Drugs and Alcohol Task Force AdministratorGrade IV (CLERICAL) |
| **Campaign Reference** | SICADMIN23 |
| **Closing Date** | June 5th at 5 pm  |
| **Proposed Interview Date (s)** | Mid-June  |
| **Taking up Appointment** | A start date will be indicated at the job offer stage. |
| **Organisational Area** | Drug and Alcohol Task Force HSE Addiction Services CHO 7  |
| **Location of Post** | Drug and Alcohol Task Force HSE Addiction Services CHO 7  |
| **Employment company**  |  South Inner City Community Development Association (SICCDA) |
| **Informal Enquiries** | **sicdatf@gmail.com** **or** **acampbell@siccda.ie** |
| **Details of Service** | Hybrid working and flexible hours will be considered  |
| **Reporting Relationship** | Accountable to, the host organisation manager in SICCDA. Reports on the work plan tasks to the SICDATF management liaison group.  |
| **Purpose of the Post**  | This is an ideal role for a person who likes to work flexible hours, is interested in community development, and would enjoy working with a diverse group of stakeholders. Some of the work can be carried out remotely. The person will be asked to attend Dublin-based meetings or events. The role will be to assist the South Inner City Task Force and coordinator with operational and financial tasks, event management, and meetings each month and to provide minimal cover for annual leave.   |
| **Principal Duties and Responsibilities** | * Manage and oversee the system for processing telephone and email inquiries.
* Gathering and processing data to inform stakeholder reports and the measurement of key performance indicators.
* Assist with all the Grant Aid Agreement and Service Arrangement documents and quarterly reviews.
* To liaise between projects and the HSE when required.
* To liaise with the SICDATF members when required.
* Review and proofread Task Force documents, reports, and budget plans.
* To liaise with stakeholders, grant applicants, and tender applicants.
* Assisting with the production of reports, documents, and presentations in Word, Excel, PowerPoint, etc.
* Maintaining and filing project documents.
* Contribute to the maintenance of strong internal systems and processes.

Update, and ensure implementation of Policies, Procedures & Process Documentation.**To assist with financial governance :*** To help review the quarterly financial returns for the Task Force and projects.
* Ensure all the payment receipts have been received and the grant recipients have returned their reports.
* To review and update financial procedures and other audit requirements.
* Managing invoice timelines and preparation.

**Meeting and events:*** Attend the SICDATF meetings and take minutes, and send them to members, to assist with the follow-up on actions when required.
* Assist with the coordination of subgroup meetings and help prepare the relevant materials and take minutes.
* Assist with the coordination of events and interagency workshops, both online and in venues.
* Arranging in-house and online meetings, booking rooms, equipment, and catering.

**Communications:*** Assist with the maintenance of information on the SICDATF website and Facebook page.

**General:** * Be vigilant to any Health, Safety, and Welfare risks in the workplace and bring any concerns to the attention of the CEO or Health & Safety Representative.
* To support, promote and actively participate in sustainable energy, water, and waste initiatives to create a more sustainable, low-carbon, and efficient health service.

**The above Job Description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.**  |
| **Eligibility Criteria****Qualifications and/ or experience** | **Candidates must have at the latest date of application: -**

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| Have not less than two years of satisfactory experience working in an administration and finance role.   |

**Health**A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service. **Character**Each candidate for and any person holding the office must be of good character. |
| **Other requirements specific to the post** |  Access to appropriate transport to fulfil the requirements of the role. |
| **Skills, competencies and/or knowledge** | * Have excellent communication and interpersonal skills with the ability to interact and network with all levels within and outside the organisation.
* Demonstrate good organisational, resource and time management skills
* Demonstrate an ability to handle multiple priorities as well as the ability to maintain high levels of confidentiality.
* Demonstrate an ability to work independently on your own initiative and as a member of a team.
* Demonstrate excellent MS Office skills to include, including Word Excel, and PowerPoint
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| **Campaign-Specific Selection Process** | A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and/or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore, it is very important that you think about your experience in light of those requirements. Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process. Those successful at the ranking stage of this process (where applied) will be placed on an order of merit and will be called to interview in ‘bands’ depending on the organisation’s service needs. |
| **SICCDA, the host organisation , Code of Practice** | SICCDA’s mission is to deliver a variety of programmes that service THE local needs, provide opportunities for community members to participate in decisions that affect the area and foster collaboration with other local community organisations to build a strong community where everyone is heard and no one is left behind. SICCDA delivers on this mission using the following three core practices:Inclusivity: SICCDA is committed to inclusivity and will provide services to all members of the community regardless of their race, gender, ethnicity, religion, socio-economic background or sexual preference.Empowerment: SICCDA empowers individuals and communities to take control of their own lives by providing them with the necessary tools, resources and support.Collaboration: SICCDA collaborates with other local organisations, government agencies and other stakeholders to achieve its mission and goals. |
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