

Job Title:	Administrator
Location:	Hybrid / Remote
Reports to:	Project Management Coordinator
Hours:	7 hours per week.
Salary Range:	€15.38 per hour
Job Type:	Part-Time
Contract:	12 Month Fixed Term Contract
Purpose:	To provide admin support to Coolmine Services International Exchange Programme (Erasmus).
Contact Email:	Dylan.murphy@coolminetc.ie
Application Ref:	CTC/HR/IRE/ADM/ERAM/0524

Coolmine is a leading drug and alcohol treatment centre providing community, day and residential services to men and women with problematic substance use and their families in Ireland. Established since 1973. Coolmine Therapeutic Community believes that everyone should have the opportunity to overcome addiction and lead a fulfilled and productive life.

We now have a vacancy for Administration. The successful candidate will report to Project Management to provide admin support to the service.

Role Responsibilities: (Include, but not limited to)

- To work as part of the International Committee on the Erasmus plus exchanges 2024-2027
- To oversee and coordinate the international exchanges and support the management in European Union Portal
- Maintain professional and personal boundaries
- To comply with all Health and Safety regulations and standard operating procedures relating to fire procedures, maintenance, critical incidents, safety for staff, etc. to ensure the effective safety and well-being of all clients and staff.
- To participate in regular supervision and annual appraisal, and help in identifying your own job-related development and training needs.
- To work within the policies of Coolmine Therapeutic Community in order to ensure that a consistent delivery of service, quality standards and best practice are adhered to at all times.
- Undertake other duties as and when requested by the PM.

Duties

- To deal with all enquiries at three-mail/desk in a cordial and professional manner.
- Relay messages for other international organisations and staff, ensuring all staff, service users, visitors involve in exchanges are made feel welcome, Ensure all visitors & staff sign the appropriate Sign In/Sign Out book on arrival and when departing.

Administration skills

- Effectively implement work plans.
- Keep records pertinent to the post and observe professional standards ensuring confidentiality of records and security of same.
- Provide reports and statistics as requested.
- Participate in ongoing evaluation and in initiatives to improve the quality of all aspects of the exchanges.
- To carry out a range of routine clerical activities such as sending out routine replies, typing letters/emails, reports and minutes of meetings and other such duties, when requested by the management.

Person Specification

Education

- Minimum of Leaving Certificate or equivalent.
- 1 years' experience using MS Excel, MS Access, MS Power Point and MS – ESSENTIAL
- Experience setting up and maintaining both manual and computerised filing systems.
- Proven analytical skills and attention to detail.

Knowledge & Skills

- Has excellent communication and listening skills.
- Enjoys working with people, is approachable, and demonstrates warm and friendly mannerisms.
- Is clear and explicit about professional and personal boundaries.
- Clear written and verbal communication skills
- Have a “can do” attitude and a positive solution focused approach to problem solving and conflict resolution.
- Uses assertive behaviour, demonstrating dignity and respect for self and others at all times.
- Is not afraid or unwilling to take on the work or responsibilities that are expected from the role
- Capacity to work effectively under pressure
- Committed to meeting the needs of excluded and marginalised people.

Application Process:

Interested candidates who meet the Person Specification requirements should send their CV & cover letter to Dylan Murphy, HR Administrator at dylan.murphy@coolminetc.ie. Please quote this application reference CTC/HR/IRE/ADM/ERAM/0524.

The closing date for applications is Wednesday the 12th of June 2024.

Coolmine Therapeutic Community is an equal opportunities employer.