



## FIRST FORTNIGHT

THE ART OF MENTAL HEALTH

### **PART-TIME ADMINISTRATIVE ASSISTANT**

**Post:** Part-time Administrative Assistant

**Contract:** Temporary on freelance basis. 2 days per week from 31<sup>st</sup> July 2023 to 23<sup>rd</sup> February 2024 with the possibility of extending pending funding decisions.

**Fee:** €220/week paid monthly upon receipt of invoice.

**Reporting to:** General Manager

**Location:** This role can be carried out on a hybrid basis. Hot desking facilities are available in the First Fortnight office in Dublin 8 and a meeting once per week in the office is preferred.

First Fortnight is a charity that challenges mental health prejudice through arts and cultural action. Each January, First Fortnight presents a two-week festival promoting mental wellbeing and conversations about mental illness through art and culture. First Fortnight also offers free Creative Arts Therapies to Children, Adolescents, and Adults experiencing homelessness or vulnerable to homelessness.

First Fortnight is looking to recruit an Administrative Assistant to join the team in a time of organisational growth. The Administrative Assistant will report to First Fortnight's General Manager and support the management team in the day-to-day activities of the organisation. This role offers the chance to work on both a multidisciplinary arts festival and on supporting the Centre for Creative Arts Therapies.

### **PERSONAL SPECIFICATIONS**

#### **REQUIRED**

- Ability to work to a deadline and communicate clearly.
- Experience working as part of a team.
- Working knowledge of Microsoft Office including Word and Excel.
- Openness and willingness to learn new skills and softwares.
- A passion for challenging mental health prejudice and stigma.

#### **ADVANTAGEOUS**

- An interest in the Arts or non-profit sector.
- An interest in or knowledge of Creative Arts Therapies.
- An understanding of Microsoft Office.
- Venue or office management experience
- Experience with CRM systems



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### RESPONSIBILITIES

- Support the General Manager and Therapeutic Services manager on administrative tasks.
- Communicate openly with General Manager on work patterns.
- Research policies and best practice guidelines as requested by the Therapeutic Services Manager.
- Support the Therapeutic Services Manager throughout the research stage of our expansion for the Centre for Creative Therapies.
- Support the General Manager in planning festival logistics.
- This is a new and flexible role. The successful candidate will be invited to pursue tasks and areas of interest within the role.

### ADDITIONAL INFO

#### TYPE OF CONTRACT

This is a temporary and flexible role offered on a freelance basis. This role is 2 days per week with an exact working schedule to be agreed with the successful candidate.

Please send the following to [grace@firstfortnight.ie](mailto:grace@firstfortnight.ie) by 5pm on Friday 21<sup>st</sup> July:

- Cover note (you can put this in the body of the email)
- CV

This role can be carried out on a hybrid basis. Hot desking facilities are available in the First Fortnight office in Dublin 8 and a meeting once per week in the office is preferred.

If you have any questions about the role, please email Grace at [grace@firstfortnight.ie](mailto:grace@firstfortnight.ie)

***First Fortnight is an equal opportunities employer.***

***We would like to encourage applicants from candidates coming from a diversity of national, ethnic or cultural groups (including, but not limited to Asian, Black, Traveller and minority ethnic, refugees, people with disabilities, working-class and LGBTQIA+ communities. We understand that imposter syndrome can prevent capable people from applying for jobs. If you are interested, please apply.***