



FIRST FORTNIGHT
THE ART OF MENTAL HEALTH

Administrator (Part-time)

First Fortnight Centre for Creative Arts Therapies

Job Specification

Job Title	Administrator (Part-time)
Closing Date	5pm, Friday 5 th April 2024
Interview Location	Dublin City Centre or Online
Enquiries	Name: Grace Kelly, General Manager Email: grace@firstfortnight.ie
Details of Service	<p>First Fortnight is a charity that challenges mental health prejudice through arts and cultural action.</p> <p>First Fortnight offers free Creative Arts Therapies to Children, Adolescents, and Adults experiencing homelessness or vulnerable to homelessness. We currently offer creative arts therapies in the modalities of Art, Music, and Drama. Our therapeutic services are based in Dublin and Meath in Deis Schools, refugee centres, domestic violence refuge centres, and homeless services. We have a dedicated therapeutic space in Berkley Street, Dublin. In 2023, First Fortnight began a scale out project of its Children and Adolescent Services to Donegal, Limerick, Kerry, and Kildare, which continues into 2024.</p> <p>Each January, First Fortnight presents a two-week festival promoting mental wellbeing and conversations about mental illness through art and culture.</p>
Reporting Relationship	The successful candidate will report to the Therapeutic Services Manager or the General Manager and/or her designated person as appropriate.
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 in person hours will be required at our therapeutic premises on Berkley Street, Dublin. There may be occasional site visits to locations elsewhere in Ireland related to our scale out.

Role Specification	<p>The successful candidate will work closely with the management team to support First Fortnight's Therapeutic team in delivering a high quality therapeutic service. This role will include opportunities to provide administrative support to the Therapeutic Services Manager as we scale our services to four new locations in Ireland.</p>
Core Duties and Responsibilities	<p>The following is an outline of the role:</p> <ul style="list-style-type: none"> - Work with CEO and General Manager to prepare funding applications. - Work with the Management Team to submit quarterly and yearly reports to the First Fortnight board and to service funders. - Complete supply orders as requested by the therapeutic team whilst adhering to procurement and other purchasing policies. - Support therapy team with day-to-day queries on inputting to and improving current CRM system. - Generate monthly activity reports from CRM system under the guidance of General Manager. - Support General Manager and Communications Officer in developing and editing presentations, literature and general promotion of therapeutic service. - Support the Therapeutic Services Manager with our current scale out of Children and Adolescent services to locations around Ireland. - Actively be involved with presentation and communication of the service to key stakeholders and contribute to the overall aim of the organisation to reducing stigma around mental health. - Routinely deliver status reports to Management Team as appropriate. <p>This role description is not intended to be a comprehensive list of all duties involved and successful candidates may be required to perform other duties as appropriate to the post which may be assigned to them from time to time and to contribute to the development of the post while in office.</p>
Person Specification	<p>The successful candidate will:</p> <ul style="list-style-type: none"> - Be able to work to a deadline and communicate clearly. - Have experience working as part of a team. - Excellent IT Skills including Microsoft office suite. - Experience with CRM systems either as a system administrator or as a data entry assistant or a demonstrable acumen and a willingness to learn. - Experience in the non-profit sector. - Experience of grant funding. Experience within a HSE section 39 organisation is an advantage but not a requirement. - Experience of office administration including supply orders and waste management. - Openness and willingness to learn new skills. <p>Advantageous:</p> <ul style="list-style-type: none"> - An interest in or knowledge of Creative Arts Therapies

Eligibility criteria: Qualification and experience	Essential: <ul style="list-style-type: none"> - 2 years experience in an administrative role. <p>Certifications or qualifications in data management, CRM, or service delivery fields would be highly advantageous but are not a requirement.</p>
Selection Process	<p>Shortlisting will be carried out based on the information supplied in your application. The criteria for shortlisting will be based on the requirements for the role as outlined above.</p> <p>Shortlisted applicants will be called to interview. Interviews are provisionally scheduled for Thursday 11th April in Dublin City Centre. Online interviews can be accommodated on request.</p>
Term & Salary	<p>This is a one year fixed term contract with the possibility of renewal at the end of the contract.</p> <p>3 days per week</p> <p>A monthly fee of €1500 (inclusive of VAT) is available for this role.</p> <p>This role is offered on a self-employed bases and therefore responsibility for any tax returns due to the Revenue Commissioner lies with the successful candidate.</p> <p>This contract involves access to our CRM system which holds sensitive information. As a result, this role is subject to successful Garda Vetting.</p> <p>This role is subject to adequate references which will be requested after interviews.</p> <p>Suggested start date for this role is Monday 29th April but this can be flexible if the successful candidate must work out a longer notice period.</p>

First Fortnight is an equal opportunities employer.

We would like to encourage applicants from candidates coming from a diversity of national, ethic 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.

To apply, please submit a CV with an accompanying cover letter to grace@firstfortnight.ie no later than 5pm on Friday 5th April 2024.