

## **ROLE PROFILE**

<b>Job Title:</b>	Administration Assistant – Fixed-Term Contract to end March 2021 (This post is funded by the Community Relations Council Core Funding Programme)
<b>Accountable to:</b>	Irish Language Development Officer - Turas
<b>Salary:</b>	£19,000 p.a. pro-rata
<b>Location:</b>	East Belfast Mission, Skainos Square, 239 Newtownards Road, Belfast
<b>Hours of work:</b>	20 hours per week. Reasonable hours outside of this may be required to fulfil the duties of this position
<b>Leave:</b>	23 days plus 12 statutory days p.a. pro-rata
<b>Pension:</b>	National Employment Savings Trust (NEST) Pension Scheme
<b>Probation:</b>	This post is subject to 6 month's probationary period.
<b>Healthcare:</b>	Westfield Healthcare after successful completion of probationary period
<b>Date:</b>	June 2019

## **Job purpose**

Reporting to the Irish Language Development Officer for Turas, the main purpose of the job is to provide effective administrative support to Turas the Irish Language Project of East Belfast Mission.

The post-holder will work with other departments within East Belfast Mission, as well as other educational/community organisations, to ensure that the programme is integrated into the wider community provision within East Belfast.

## **Main Responsibilities and Accountabilities**

- Management of the Turas website and social media platforms
- Pro-active engagement with learners and the public to raise awareness of Turas
- Developing and co-ordinating the merchandising of Turas products
- Developing a programme of educational bus tours and marketing these via a wide range of social media platforms, public and private bodies
- Drafting press releases and liaising effectively with media organisations as required
- Creating and maintaining office management systems as required
- Managing and supporting Turas volunteers as required
- Maintaining and updating mailing lists
- Producing and distributing information bulletins
- Identifying funding opportunities and contributing to funding applications for Turas

- Designing, populating and managing databases as required
- Assisting in the planning, organisation and facilitation of public events
- Designing and analysing evaluation and feedback forms for events
- Writing reports, letters and correspondence as required
- Dealing with enquiries from members of the public by telephone, email and in person
- Able to work outside normal office hours i.e. evenings and weekends as required
- Prepared to travel to various locations as required to fulfil the duties of this role
- To ensure adherence to all health and safety regulations and EBM's policies and procedures
- Any other duties conducive to the effective operation of the post and deemed to be within the post-holder's competencies

## **PERSONNEL SPECIFICATION**

### **Qualifications**

#### **Essential**

Educated to A Level standard or equivalent

#### **Desirable**

Degree in a relevant subject

### **Experience**

#### **Essential**

A minimum of two years' recent work experience in an administration role with responsibility for:

- Managing websites and social media platforms
- Promotion of products/services to the public
- Creating and maintaining office systems and databases
- Maintaining and updating mailing lists
- Producing and distributing information bulletins
- Identifying funding opportunities and contributing to funding applications
- Assisting in the planning, organisation and facilitation of public events
- Writing reports, letters and correspondence

#### **Desirable**

- Experience of managing volunteers

## **Knowledge and Skills**

### **Essential**

- Excellent time management skills with the ability to independently prioritise work effectively
- Excellent IT skills, including proficiency in Microsoft Office Word, Outlook and Excel
- Good interpersonal and communication skills
- Self-motivated

### **Other**

### **Essential**

- Ability to work outside office hours as required including evenings and weekends
- A clear understanding of and willingness to work within the ethos of EBM

### **Desirable**

- Knowledge of Irish Language

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