



ROLE PROFILE

Job Title:	Administration Assistant/Marketing Officer - Two Year Fixed-Term contract
Accountable to:	Irish Language Development Officer - Turas
Salary:	£19,000 p.a. pro-rata
Location:	East Belfast Mission, Skainos Square, 239 Newtownards Road, Belfast
Hours of work:	20 hours per week. Reasonable hours outside of this may be required to fulfil the duties of this position
Leave:	22 days plus 12 statutory days p.a. pro-rata
Pension:	National Employment Savings Trust (NEST) Pension Scheme
Probation:	This post is subject to a 6 month probationary period.
Healthcare:	Westfield Healthcare after successful completion of probationary period
Commencement:	April 2019
Date:	February 2019

Job purpose

Reporting to the Irish Language Development Officer for Turas, the main purpose of the job is to provide effective marketing/public relations and 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
- To be able to work outside normal office hours i.e. evenings and weekends as required
- To be 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/marketing 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

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

Desirable

Essential

- Liaising with press/media organisations as required
- Experience of managing volunteers

Other

Essential

- Willingness to develop a working knowledge of Irish language
- 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.

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