



ana liffey drug project  
ACTION • PREVENTION • SUPPORT

## **ROLE TITLE: ADMINISTRATIVE ASSISTANT (VOLUNTEER)**

### **PURPOSE:**

To support the front line services team in their administrative tasks. Responsibilities will include office management, human resources and reception.

Tasks to include:

- Database work
- Filing/Archiving
- Record keeping
- Stock management and inventorying
- Asset management and inventorying
- Scanning HR files
- Taking general telephone calls and message's
- Booking appointments with clients

### **WHERE:**

Church View, Bishopgate Street, Mullingar, Co Westmeath

### **WHEN:**

One four hour shift per week during Monday - Friday, 9:30-4:30pm.

### **DURATION:**

Minimum 6 months.

Supervision is a valuable and necessary resource available to volunteers. There is internal supervision provide by a project worker/team leader on a regular basis throughout the placement. We encourage mutual feedback.

### **REQUIRED SKILLS OR QUALIFICATIONS:**

Educational/Experience Requirements:

- Primary Certificate in a field related to office administration and/or business management. Or 2+ years experience in a similar role.

#### Essential Attributes:

- Friendly and positive personality.
- Good organizational, communication and interpersonal skills.
- Able to take direction and work independently.
- Discreet and tactful.
- Good telephone manor.
- Good IT Skills.
- Must be able to understand, communicate and uphold ALDP regulations.
- Must demonstrate poise, compassion and non-judgment toward clients.

#### Desirable Attributes:

- Interest in the field of addiction and the homeless services would be an advantage.

#### **WHY VOLUNTEER WITH THE ANA LIFFEY**

- Utilize and enhance your current skills and abilities.
- An opportunity to add to and develop skills.
- To be part of a busy and dynamic team.

#### **WHY WE NEED YOU**

- To enhance the work currently being done.
- As an extra resource to the team.

#### **ORIENTATION AND TRAINING**

- Induction-as paid staff receive.
- Training- all training that is available to paid staff is also available to volunteers of ALDP.

#### **HOW TO APPLY**

Please go to our website to find the Volunteer Application form on our Volunteer page (<http://www.aldp.ie/about/volunteer>)

Please reference MIDLANDS ADMIN ASSISTANT under the specific role you are interested in. There is also the opportunity to list other areas you may be interested in, if you are open to it.

#### **FOR MORE INFORMATION**

Please contact Cadence Konopaki, Volunteer Coordinator

Phone: 01 878 6899 ext 208

Email: [cadence.konopaki@aldp.ie](mailto:cadence.konopaki@aldp.ie)