

ANA LIFFEY DRUG PROJECT

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| JOB DESCRIPTION: | February 2020 |
| POST: | Administrator |
| HOURS: | 35 hrs / week |
| CONTRACT DURATION: | 6 months – full time |
| SALARY SCALE: | GRADE IV (CLERICAL) |
| HOLIDAYS: | 25 days per annum (Pro Rata) |
| REPORTING TO: | Senior Finance and Administration Officer |
| RESPONSIBLE FOR: | The smooth running of the Ana Liffey's administrative functions. |

Vision

Our vision is for a society where all people affected by problem substance use are treated with dignity and respect and have access to quality services.

Mission

Our mission is to work with people affected by problem substance use and the organisations that assist them. We do this to reduce harm to individuals and society, and to provide opportunities for development of those individuals and organisations.

Values

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| The Ana Liffey neither promotes nor denounces substance use but seeks to respond to problems associated with it. <i>What this means:</i> | The Ana Liffey believes in rights and responsibilities. <i>What this means:</i> <ul style="list-style-type: none">• We believe in supporting people to know their rights |
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| <ul style="list-style-type: none"> • We support people to reduce harm • We respond to people’s needs • We recognise the potential of the people we work with • We provide evidence based responses • We are innovative. | <ul style="list-style-type: none"> • We believe in encouraging people to take responsibility • We treat all people who come into contact with Ana Liffey with dignity and respect. |
| <p>The Ana Liffey is pragmatic.</p> <p><i>What this means:</i></p> <ul style="list-style-type: none"> • We turn words into actions • What matters is what we do • We identify, take and manage risks • We are solution focused • We deliver on our commitments. | <p>The Ana Liffey aims to make a positive contribution to society.</p> <p><i>What this means:</i></p> <ul style="list-style-type: none"> • We actively engage in the promotion of a partnership approach • We are open and accountable • We are a quality led organisation and a leader in good professional practice • We have a local, national and international perspective. |

JOB AND PERSON SUMMARY

Working as part of our busy back office team, your focus of responsibility is the efficient and effective administration of our organisation. You will work closely with the Senior Finance & Administration Officer, with a particular focus on supporting the work of our project team in Dublin’s NEIC area. In addition to general office administration, the successful candidate will also be involved in the administration of tender processes and the organisation of consultation events in the local community. This role requires a highly motivated organiser who thrives in a busy environment, and a task focused problem solver used to establishing and maintaining effective administrative systems. You will be a skilled user of Microsoft Word and Excel, and will be comfortable working in the online environment.

ADMINISTRATION

- 1.1.** To manage all incoming and outgoing correspondence.
- 1.2.** To file and maintain all office documentation in line with organisational policy.
- 1.3.** To further develop and implement finance and administrative policies.
- 1.4.** Compliance with data protection requirements
- 1.5.** Procurement and stock management, including maintaining an asset register

- 1.6. To liaise with and be the key contact person for key suppliers, particularly in relation to, office supplies, medical supplies, communications, waste disposal and recycling and building renovation and maintenance.
- 1.7. To coordinate deliveries across all locations
- 1.8. Management of central office phone and email account including voice mail system, invitations, tender applications, job advertisements etc.
- 1.9. To maintain the organisational leave chart.

FINANCIAL TASKS

Financial Records

- 1.1. Input supplier invoices and cash book entries into TAS Books
- 1.2. Lodge/Cash Cheques
- 1.3. Prepare payments and cheques
- 1.4. To maintain all petty cash account across the organisation
- 1.5. To assist the Head of Finance with any other financial tasks as required

PROJECT TASKS

- 1.1. Assist with the administration of a tender process for a project evaluation
- 1.2. Assist with the organisation of community consultations and meetings for a research project

GENERAL RESPONSIBILITIES

- 1.1. To continuously develop the role in conjunction with your line manager
- 1.2. To ensure that all services are being run in an effective and appropriate manner which meets the aims and objectives of the Ana Liffey Drug Project
- 1.3. To participate in internal/external meetings, training events, conferences and other functions as directed by a manager.
- 1.4. To participate in regular supervision and annual appraisal, and help in identifying your own job-related development and training needs.
- 1.5. To ensure that all Ana Liffey Drug Project policies and procedures are being adhered to, particularly those relating to Health and Safety, Complaints, Code of Practice and Confidentiality.
- 1.6. To contribute to the effective implementation of the Ana Liffey's Equal Status Policy as it affects both the Ana Liffey and its work with service users.

- 1.7.** To carry out your work in a professional manner at all times
- 1.8.** To work in accordance with the aims, values and ethos of the Ana Liffey at all times.
- 1.9.** Undertake any other duties that may be required which are commensurate with the role as directed by a manager.