

ANA LIFFEY DRUG PROJECT

JOB DESCRIPTION:	May 2015
POST:	Online and Digital Services Assistant Project Worker
HOURS:	35 hours a week (5 working days per week)
SALARY:	€27,026
CONTRACT:	Permanent
HOLIDAY:	25 days
TEAM:	Online and Digital Services Team
RESPONSIBLE TO:	Online and Digital Services Team Leader
RESPONSIBLE FOR:	The effective delivery of online and digital services at Ana Liffey Drug Project

ANA LIFFEY DRUG PROJECT

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

<p>The Ana Liffey neither promotes nor denounces substance use but seeks to respond to problems associated with it.</p> <p><i>What this means:</i></p> <ul style="list-style-type: none">• We support people to reduce harm• We respond to peoples needs• We recognise the potential of the people we work with• We provide evidence based responses• We are innovative.	<p>The Ana Liffey believes in rights and responsibilities.</p> <p><i>What this means:</i></p> <ul style="list-style-type: none">• We believe in supporting people to know their rights• We believe in encouraging people to take responsibility• We treat all people who come into contact with Ana Liffey with dignity and respect.
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<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.
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JOB SUMMARY

Working as part of the Online and Digital Services Team and under the guidance of the Online and Digital Services Team Leader in a varied information and communications role. Part of the responsibility is the design of content for print and web and the production of motion graphics for our eLearning platform and online channels. In addition, the Online and Digital Services Assistant Project Worker will support the work of the Online and Digital Services Team Leader across all the organisations communication initiatives including printed media, websites, social media platforms, eLearning platform and developmental initiatives. With your other team members, the role will also involve manning the drugs.ie LiveHelp service.

Please be aware that we have offices in a number of areas around Ireland. While this role will be based in our Dublin offices, you may also be required to work from other locations.

DUTIES AND RESPONSIBILITIES

1. SERVICE DELIVERY

- 1.1 To design materials for print and web.
- 1.2 To produce motion graphics for our online eLearning platform and for the web.
- 1.3 To liaise with external printers.
- 1.4 To assist in updating the organisations websites through our content management systems.
- 1.5 To assist in providing online information & support though the LiveHelp service, while treating service users with dignity and respect at all times (training provided).

- 1.6 To engage in social media across all the organisations social media platforms.
- 1.7 To assist in the production of audio visual content for the web.
- 1.8 To produce reports based on analytics.
- 1.9 To assist in the ongoing management of Google Adwords and social media ad campaigns.
- 1.10 To assist in the research and development of new digital initiatives.
- 1.11 To promote activities in the online and offline environment as requested.
- 1.12 To ensure that all services are delivered according to the Ana Liffey quality standards framework.

2. TEAM WORK

- 2.1 To attend and actively participate in team meetings.
- 2.2 To attend and participate in review days as required.

3. ADMINISTRATION

- 3.1 To keep and maintain effective record systems.
- 3.2 To assist the Online and Digital Services Team Leader in the collation of statistics as required.

4. GENERAL RESPONSIBILITIES

- 4.1 To continuously develop the role in conjunction with your line manager.
- 4.2 To ensure that all services are being run in an effective and appropriate manner which meet the aims and objectives of the Ana Liffey Drug Project.
- 4.3 To participate in internal/external meetings, training events, conferences and other functions as directed.

- 4.4 To participate in regular supervision, learning and development plans and annual appraisals and help in identifying your own job-related development and training needs.
- 4.5 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.
- 4.6 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.
- 4.7 To carry out your work in a professional manner at all times.
- 4.8 To work in accordance with the aims, values and ethos of the Ana Liffey at all times.
- 4.9 Undertake any other duties that may be required which are commensurate with the role as directed by management.