

# ANA LIFFEY DRUG PROJECT

## PERSON SPECIFICATION:

### Team Leader (ONLINE AND DIGITAL SERVICES)

This person specification sets out the various criteria which are essential or desirable for the post and by which we will assess your application. When completing your application please address all the points set out below.

- **EXPERIENCE**

- Experience of website maintenance and content management [Essential]
- Experience of working within the Irish addiction sector and Irish drug policy [Essential]
- Experience of using social media tools to promote both online and face to face services [Essential]
- Experience of planning, writing and producing a wide range of content in different formats for online and off line delivery [Desirable]
- Experience of staff supervision and support [Desirable]
- Experience of researching and delivering evidence based campaigns [Desirable]
- Some experience of managing budgets and petty cash [Desirable]

- **QUALIFICATIONS**

- A relevant third level qualification in project management and / or leadership [Essential]
- A full driving license with two years qualification. [Desirable]
- A Social Care/Community Work/ Addiction qualification [Desirable]
- An Information Technology qualification [Desirable]

- **KNOWLEDGE**

- Demonstrates knowledge of Google Adwords and analytics, and of online marketing campaign management
- Demonstrates knowledge of the ELearning project management
  
- Demonstrates knowledge of Equal Status and Health and Safety legislation, and the implications of both within the working environment

- **SKILLS AND ABILITIES**

- Ability to develop innovative new solutions for clients and agencies in both online and offline environments
- Ability to develop and implement a coherent, singular online strategy for promoting the ALDP brand
- Ability to establish and utilise external networks effectively as required
- Leadership skills with the ability to manage and support a staff team under the supervision of the Head of Services
- Ability to manage the delegation of tasks and respond quickly to any issues as they arise to ensure the efficient and effective delivery of online services
- Strong communication and inter-personal skills across all levels of the organisation
- Ability to act calmly in emergencies and respond in a professional manner to challenging and stressful situations
- Ability to assess the training and development needs of supervised staff and to participate in training delivery
- Ability to actively participate in the recruitment process including the design and delivery of induction programmes
- Ability to build strong and effective relationship with members of the statutory and voluntary communities.
- Ability to forge strong links with the digital and online business community and to raise ALDP's profile within it

- Ability to produce clear, concise reports, maintain accurate records and collate statistics
- Ability to work to within agreed structures and to ensure that the project's policies and procedures are carried out consistently, reviewing these as necessary
- **ATTITUDE**
- Enthusiastic and committed to providing high standards of online services for use by all of ALDP's stakeholders
- A team player committed to consultative ways of working
- A flexible, "can do" approach to working
- Commitment to participate in supervision and in training and development
- Commitment to working within an environment which promotes Equal Status and has regard for the Health and Safety of others
- **CONTRACTUAL**
- To work off site as necessary (within ALDP's guidelines)
- To work anti-social hours as required
- To be called out of office hours or to come into the project in the case of a crisis
- To be a named key holder for the project