**Logo

Description automatically generatedAlcohol Forum Ireland**

**Executive Administrator Job Description**

**About Alcohol Forum Ireland**

Alcohol Forum Ireland is an independent national charity dedicated to preventing and reducing alcohol related harms in communities across the island of Ireland. This growing organization provides a range of supports & services to individuals, families and communicates while working at the wider level to change Ireland’s problematic relationship with alcohol. Alcohol Forum Ireland believes real change will only happen by working with communities to address the causes of alcohol harm in Ireland. Our approach is shaped by evidence and is informed by the expressed needs of the people and communities we work with. For more information on our work, visit [www.alcoholforum.org](http://www.alcoholforum.org)

This is an initial 12 month fixed term contract including a 6 month probationary period. This post is funded by the HSE and the Department of Health.

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| Description |  |
| **Title** | **Lead Administrator (Four days per week)** |
| **Location** | **Operational area: National (based in HQ in Letterkenny)** |
| **Annual Leave** | **21 days (.8wte)** |
| **Primary objective** | To manage the administration team in Alcohol Forum Ireland and provide effective and efficient administrative and organisational support to the CEO and the National Lead for Community Action on Alcohol |
| **Reporting relationship** | The post holder will be employed directly by Alcohol Forum Ireland.  **Reports to:** CEO |
| **Principal duties** | * Provide ongoing line management and support to a small admin team (3 part time staff, based in Sligo, Cavan and LK offices) and ensure cohesion and collective working across the admin function of the charity. * Providing administrative support for, scheduling of and attending a range of internal meetings (including those of admin team, senior leadership team, full staff meetings etc.) * Provide administrative support to the Board and CEO for all Board and sub-committee meetings. * Provide administrative support for the SAFER project (commencing delivery in early 2024) and the Expert Advisory group for the SAFER project. * Helping carry out background research, source information and present findings when required to support work of AFI and the Irish Community Action on Alcohol Network * Ensure proper filing, data management and be responsible for maintaining office systems. * Arrange travel and hotel reservations as required for CEO, national lead for community action on alcohol and for external guests / speakers etc. * Organisation and promotion of both in person and online training and events for both AFI and ICAAN and dealing with registration, room hire etc. (to include design of promotional materials and dissemination of same across social media accounts) * Events organisation * Managing external communications and ensuring effective data management (compliant with GDPR) * Preparing and submitting lobbying returns as required on behalf of AFI working with Senior Leadership Team. * Maintaining databases for and communication with a range of stakeholders including media and elected representatives * Contribute to research, audit and evaluation of the wider work of AFI as required. * Work as part of wider staff team to support Alcohol Forum Ireland to respond to wider strategic priorities (for example in the areas of training, communication, promotion and prevention) |
| **Essential requirements** | * Flexible and innovative approach to work. * Positive, solution focussed attitude. * Good planning, organisational and administrative skills. * Excellent communication skills & team-work. * Full clean drivers license and access to a car*(Please note this driving criteria will be waived in the case of an applicant whose disability prohibits driving but who is able to demonstrate their ability to meet the mobility requirements of the post).* * 2-3 years experience working in a busy administrative role. * Experience of managing and supporting staff. |
| **Desirable** | * Strong interpersonal, communication and team work skills. * Interest and understanding of issues relating to alcohol and other drug harm. * Commitment to delivering on the strategic vision of AFI as part of a wider team. |
| **Other** | Garda Vetting will apply  Flexibility will be required in working hours (needs based) |
| **Diversity** | Alcohol Forum Ireland welcomes applications from all backgrounds |