

# Role Description

**Position:** Administration & Facilities Manager

**Responsible to:** Centre Co-ordinator

**Purpose of the job:** The Administration & Facilities Manager will be a highly skilled, self-motivated and well organised person who shares our commitment to the promotion of positive mental health and will work alongside a small dedicated team of staff and volunteers. The role includes the organisation and co-ordination of office systems and procedures, overseeing day-to day facilitates operations and utilizing leadership and team working skills to maintain a pleasant work environment while ensuring high levels of organisational effectiveness and accountability.

## **Key Duties & Responsibilities:**

- To uphold and promote the ethos, values and aims of the Aisling Centre
- Work with the Centre Coordinator and Finance Administrator to maintain financial management systems ensuring accurate and timely reporting to facilitate funder returns and monthly management information
- Work with Centre and Clinical Coordinators to organise and maintain secure and robust office management and information systems ensuring records are easily accessible and up to date
- Work with reception and administration team to ensure highest level of client service including induction/training as required
- On-going Monitoring & Evaluation of services at the Centre including record keeping, analysis, reporting and review of processes
- Organise and supervise Centre activities e.g. event planning, fund-raising, programme activities etc as requested
- Organise and supervise Centre Facilities i.e. upkeep and preventative maintenance/servicing, risk assessment, and organisation of minor maintenance/renovation etc as directed
- Work with the Centre Co-ordinator to ensure that IT, Wi-Fi and technical systems and equipment are maintained, secure and fit for purpose.
- Ensure systematic monitoring of all Health and Safety systems
- Co-ordinate and contribute to risk assessment ensuring on-going review and update to Centre Co-ordinator
- Promotion of Centre's activities and services eg updating promotional material, website/social media, attending promotional events etc
- Work closely with all members of the team for the ultimate benefit of people receiving services and using facilities at the Centre
- Be familiar with and adhere to Centre's policies procedures and ensure operations adhere to policies, procedures, regulations and quality standards
- Participate in training
- Work as part of the overall team and attending meetings to contribute to the development of the organisation as requested

***NB:- This job description is neither exhaustive nor exclusive and may be reviewed and amended to include any other reasonable duties as may be requested from time to time to reflect continuous improvement, changing organisational requirements, etc.***

## **ROLE SPECIFICATION -**

### **Essential Criteria:-**

- *Experience*
  - 3-years' proven experience in a busy, demanding (small or large) office environment with relevant qualifications (see below) **or**  
A minimum of 5 years' proven experience in a busy, demanding (small or large) office environment
  - Experience of office management information systems and procedures
  - Experience with financial management processes and systems including Payroll and Procurement
  - Experienced in the use of Microsoft Office programmes
- *Education & Qualifications*
  - GCSE in Math's and English (minimum grade 'C')
  - Third level qualification preferably in business studies, administration management or equivalent
- *Personal Qualities*
  - Discretion and Confidentiality
  - Team player with Leadership Skills
  - Organisational and Multi-Tasking Skills
  - Flexibility and ability to implement change

### **Desirable Criteria:-**

- Experience of working with quality management systems
- Experience of working in the voluntary/community sector
- Access to car and a full current driving license

## **General Terms and Conditions of Employment**

<b>Type of Contract:</b>	Full-Time, Fixed Term Contract (2-years) May be extended dependent on funding available
<b>Hours of work:</b>	37.5 hours per week On occasion you may be required to work outside regular hours. Time off in lieu will be available for such hours worked
<b>Salary:</b>	£20,456.00 gross per annum (pro rata)
<b>Location:</b>	Aisling Centre, Enniskillen
<b>Holidays:</b>	Starting on 22 days annual leave plus 9 statutory days
<b>Pension:</b>	Contributory Pension Scheme

**Application and Interview Process:-**

- Complete all sections of the application form and return **3 copies**, to the Aisling Centre on or before **1pm, Monday 23<sup>rd</sup> January 2017**
- Applications will only be accepted on the form provided, do NOT send a CV with your application
- Equal opportunities monitoring form should be returned with your application (this should be put in separate sealed envelope)
- Incomplete or late applications or applications sent by e-mail will **NOT** be accepted
- Shortlisting will be based on evidence provided in your application form satisfactorily demonstrating how and to what extent you meet the criteria. The recruitment panel will not make assumptions as to your qualifications, experience and knowledge
- Candidates who meet the shortlisting criteria will be invited to attend for interview

**Please note:-**

- Appointment is subject to:-
  - Receipt of satisfactory references
  - Verification of qualifications
  - Enhanced Disclosure Check
- Position offered is subject to an induction process and probationary period.

**Applications** should be marked '**PRIVATE & CONFIDENTIAL**' and sent to :-  
The Centre Co-ordinator, Aisling Centre, 37, Darling Street, Enniskillen, BT74 7DP

**Closing date for receipt of completed applications is no later than  
1pm, Monday 23<sup>rd</sup> January 2017**

**For further information contact:-**

**The Aisling Centre – Tel: 028 66 325811 - [info@theaislingcentre.com](mailto:info@theaislingcentre.com)**

The Aisling Centre is an organisational member of the British Association of Counsellors and Psychotherapists (BACP) and adheres to the principles and ethics outlined in its framework of good practice.

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