



Aisling
centre
Hope Healing Growth

Full-Time Administration & Facilities Manager

2-Year Fixed Term Contract

May be extended dependent on funding available

Competitive Remuneration Package

The Aisling Centre is a registered charity committed to the promotion of positive mental health through the provision of professional Counselling, Psychotherapy, Play Therapy and Well-Being Services. Due to the development of services, the Centre now seeks to appoint an experienced and skilled Administrator and Facilities Manager to work alongside our dedicated team of staff and volunteers.

The successful candidate will be a highly skilled, self-motivated and well organised person who shares our commitment to the values and ethos of the Aisling Centre and the promotion of positive mental health. 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.

Essential experience & qualifications required include:

A 3rd level qualification and 3-years' proven experience in a busy, demanding (small or large) office environment

or

A minimum of 5 years' proven experience in a busy, demanding (small or large) office environment

Application Packs can be downloaded from our website www.theaislingcentre.com or are available on request from – info@theaislingcentre.com / T 028 66 325811

Closing Date for receipt of completed applications
1pm, Monday 23rd January 2017

Registered with the Charity Commission for Northern Ireland - NIC101096
WE ARE AN EQUAL OPPORTUNITIES EMPLOYER

Aisling Centre, 37 Darling Street, Enniskillen, Co Fermanagh, BT74 7DP