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| **Project Administrator Job Description** | |
| **Function:** | To provide administrative support to staff in the BE WELL mental health team. Additionally provide some youth work support as and when required. |
| **Location:** | This post will be based in Limerick Youth Service, Northside Youth Space. |
| **Liaising with:** | Referral agencies, Limerick Youth Service staff, volunteers, young people & parents |
| **Reporting to:** | Coordinator of Mental Health Team |
| **Primary Duties and**  **Responsibilities** | **Administration**   * Ensuring that case notes, file storage and other administrative elements meet best practice and data protection requirements * Perform general secretarial duties such as client correspondence, minute taking etc. * Manage and prioritise workload ensuring all administrative deadlines are met * Attend weekly team meetings, prepare agenda and contribute to team discussions * Assist in compiling data for monthly reports * Support other team members in the preparation of Annual Plan, Annual Reports, Progress Reports, etc. * Manage purchase orders and maintain efficient and accurate accounts/budget for the team   **Communication**   * Deal with sensitive and difficult calls effectively and escalate issues to appropriate staff as required * Clearly focus on resolving any issues at first point of contact * Screen and process referrals in a timely & confidential manner * Effectively engage and communicate with young people and others who present at the premises * Maintain a good working relationship with other team members, sharing information and knowledge, as appropriate * Liaise with GP’S, parents, young people and service providers as required.   **Record Keeping**   * Develop and maintain accurate paper and electronic record systems, capable of information retrieval, analysis and dissemination as required * Ensure all records are kept secure. * Manage waiting list, organise appointments and all correspondence to clients of the service * Ensure correct policies and procedures for the handling of client information and processing of sensitive data is adhered to at all times.   **Other**   * Provide youth work support to team eg assisting in delivering of mental health programmes to young people. * Participate in training as required * Represent team at local events for the purpose of sharing information with the general * Adhere to all policies & procedures of the Organisation * Attend supervision with Coordinator |
| **Desirable** | * Experience in working with Microsoft office especially sharepoint. * Experience of working/volunteering with young people/young adults and demonstrate understanding of dealing with this cohort. * Have an interest in the area of mental health and be able to demonstrate same * A background in dealing with such issues would be a clear advantage. |
| **Hours of Work** | 15 hours per week |
| **Salary** | Commensurate with Experience |

*Please note Limerick Youth Service reserves the right to reasonably alter the above criteria.*

*Employment with the Limerick Youth Service is subject to a satisfactory response from the National Vetting Bureau and satisfactory reference checks being received.*

*This post is subject to a probationary period.*