



The **Irish Men's Sheds Association** exists to support an island-wide network of over 430 men's sheds. We are committed to supporting the development of men's sheds as community-focused, member-based organisations open to men of all ages and backgrounds, regardless of abilities or circumstances. Our vision is of an Ireland where every man has the opportunity to join a men's shed, and where men's sheds are integral parts of their communities, accessible to all. We aim to use men's sheds as a means of creating more stable, connected and cohesive communities. We also seek, through men's sheds, to improve the physical and mental wellbeing of Irish men to the greatest extent possible.

Job Title: Health & Wellbeing Administrator

Reporting to: Health & Wellbeing Manager

Location: Civic Centre, Main Street, Ballymun, Dublin 9

Working Hours: Part time - 20 hours per week

Contract Term: Initial one-year contract subject to 6-month probation period (Position subject to ongoing funding)

Annual Leave: 25 days pro rata

Salary: Dependent upon experience

Primary Responsibility

The Irish Men's Sheds Association is seeking a motivated Health & Wellbeing Administrator to support the Health and Wellbeing Manager. The successful candidate will be responsible for the day to day administration of the associations health and wellbeing programme , Sheds for Life. This post may suit an individual wishing to gain experience in the field of health promotion or working with an NGO.

Duties will include:

- Communicating with sheds and Sheds for Life partner organisations on a regular basis
- Coordinating Sheds for Life programme schedules for sheds
- Keeping accurate records in relation to all aspects of work and preparing reports
- Updating of IMSA's CRM database system
- Updating IMSA's www.malehealth.ie site and Sheds for Life section of the www.menssheds.ie site
- Devising content and circulating Sheds for Life newsletter
- Liaising with the Finance Administrator regarding purchase orders and invoice approvals and payments

- Carry out such other duties as may reasonably be requested by the IMSA to assist the development of Men's Sheds

Requirements

- Third level qualification in health promotion or other health related discipline
- Experience as an Office Administrator, Office Assistant or similar role
- Excellent knowledge of MS Office
- Excellent interpersonal and communication skills
- Working knowledge of Salesforce CRM system or similar data base programme (desirable but not essential)
- Familiar with social media and other online tools
- Keen interest and understanding of health promotion
- The ability to manage and prioritise own workload and work with flexibility, initiative and creativity
- Have the capacity to work both on their own and as part of a team
- Confidentiality and reliability

Please Note:

The above Job Description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.

How to apply:

Application is by curriculum vitae and cover letter only to Edel Byrne, Health & Wellbeing Manager via email to wellbeing@menssheds.ie by Friday the 8th of February 2019. Inquiries regarding this position can be sent to the above email address.

Interviews for shortlisted candidates to take place Friday the 15th of February.

The Irish Men's Sheds Association is an Equal Opportunities Employer.