

## Administration Manager



**Employment Type:** Specific Purposes Contract

**Salary:** €17,000 (inclusive)

**Hours:** Part-Time contract of 624 hours over 48 weeks. (Minimum hours required per week with occasional evening and weekend responsibilities)

**Location:** Offsite and at the GHN Office located at *Outhouse LGBT Community Centre, 105 Capel St, Dublin 1, D01 R29.*

### The Position of Managing and Maintaining Gay Health Network

This post is key to providing administrative support and communication to the GHN board, network membership, and the Communications Director. Responsibilities include providing administrative support, facilitating networking processes, organising two to three information-sharing meetings annually, and coordinating the annual Gay Health Forum event.

The post also involves assisting with corporate governance compliance and basic bookkeeping including; maintaining ledgers, tracking budget allocation and spending, preparing financial reports and liaising with external auditors.

### About Gay Health Network (GHN)

Founded in 1994, GHN is a network of organisations in Ireland providing the national response for the promotion of HIV prevention and sexual health and wellbeing for gbMSM (gay, bisexual and men who have sex with men). GHN acts as a support, resource, and point of expertise for STI, HIV and community services for gbMSM.

### GHN main objectives:

- The promotion of HIV prevention and sexual health awareness among gbMSM nationally, and in specific communities through, among other things, its social media and website [www.man2man.ie](http://www.man2man.ie) platforms as well as sexual health posters, leaflets and booklets as required.
- Addressing and challenging HIV-related stigma and discrimination.
- Commissioning and publication of key research in the area of HIV and sexual health among gbMSM, including men living with HIV and relevant issues.
- Ongoing development and promotion of the dedicated HIV and sexual health website for gbMSM, [www.man2man.ie](http://www.man2man.ie).

Since 2010, GHN has delivered the [Man2Man Programme](#), a partnership run by GHN and the HSE's Sexual Health Programme (SHP).

For further information click on each heading: [About GHN](#), [Reports](#), [Publications and Campaigns, on Sexual Health Promotions](#) and [Research](#) or go to [www.ghn.ie](http://www.ghn.ie)

## **Role Responsibilities**

### **Management and Reporting:**

- Provide administrative support to the GHN Board and to support the activities of the network, but is not limited to;
- Monitoring and recording (bank account and basic bookkeeping (excel) and management of any budget allocation to ensure that GHN and any project(s) remain within budget.
- Monitoring the company's email account, responding to queries, maintaining and filing minutes of Board and network meetings.
- Attend monthly Board meetings and report.
- Work closely/ communicate with the Board; Chairperson, Sectary or Treasurer.
- Ongoing communications with all GHN members, reporting at GHN meetings.
- Circulate and complete any submission of reports required by funders; the HSE, and other funders as relevant.
- Maintain a calendar of events; LGBTI and other relevant; sexual health, drugs, HIV etc.
- Referral information as necessary to requests from; members of the public, agencies and event organisers for resources and information.

### **Governance:**

- Ensure compliance with legal requirements, including the Charity Code.
- Develop and maintain necessary policies.
- Liaise with the Communications Director and other GHN members.
- Compile and establish the governance structure for requirements from the HSE.

### **Finance:**

- Monitoring and recording (basic bookkeeping) and management of any budget allocation to ensure that GHN and any project(s) remain within budget.
- Pay invoices and manage monthly spending.
- Prepare monthly financial and operations reports for the Board and also prepare Quarterly and Annual Reports.
- Develop, alongside the GHN Board, a comprehensive application model for increased funding from the HSE and explore sustainable funding opportunities.

### **GHN Strategic Delivery:**

- Help monitor requirements relating to and the implementation of the strategic plan 2023-2026, so that the organisation follows its strategic objectives, including review and drafting of the annual operations plan and annual evaluation.

- Maintain and grow Network Membership.
- Support coordination of promotion of GHN and the man2man programme activities/campaigns at events and liaise with the GHN Communication Director and GHN designer to develop any material required for GHN-related social media promotion, and organise printing as relevant.
- Maintain GHN social media.

## Person Specification

The person appointed will have;

### Experience

- A minimum of two years' experience in office administration including budget /financial management control.
- Monitoring and maintaining of bank account/s and management of any budget allocation to ensure project(s) remain within budget.
- Bookkeeping; recording debit and expenditure, keeping records and preparing financial reports and assembling material for external audit
- Experience of working in a Community / NGO environment, handling multiple projects and deadlines.
- Knowledge of the Irish Charity Regulator and its Code.
- Experience of coordination or events management.

### Key Competencies

- Excellent administration, organisational skills, and attention to detail
- Excellent communication skills
- Excellent interpersonal skills – supportive, kind, proactive, confident, and enthusiastic
- Compassionate, sensitive, and discreet in all interactions with the community
- Ability to work under pressure within a partnership environment.
- Ability to establish, maintain and develop relationships with key stakeholders.
- Flexible approach to working hours when necessary.
- Ability to work on own initiative.

**To apply**, please EMAIL your application and cover letter by 5 pm on Friday 22 November 2024, FOA GHN Secretary at [info@ghn.ie](mailto:info@ghn.ie) and a reply email will be sent as receipt.

**Interviews will take place by Zoom.**

Queries regarding the role should be made to (Secretary GHN) or (Acting Chair, GHN) at [info@ghn.ie](mailto:info@ghn.ie).

Please note, canvassing will result in an automatic disqualification of an application submitted.

