

Opportunity to work with the Gay Health Network (GHN)

Title: GHN 'Administration Manager'

Employment Type: Specific Purposes Contract

Salary: €16,000 (inclusive)

Hours: Part-Time Contract of 550 Hours over 11 Months. (Minimum hours required per week with occasional evening and weekend responsibilities)

Location: Offsite and at the GHN Offices at Outhouse LGBT Community Centre, 105 Capel St Dublin, RD1 290.

The Position of Managing and Maintaining the administration of the Gay Health Network

This post is key to providing administrative support and communication to: the GHN board; network membership; and the Communications Director. This will include: administration; assisting in the networking process; and organising and coordination of two to three information sharing meetings per year (including assisting with the organising and coordination of the annual Gay Health Forum).

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*. 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 websites GHN.ie and www.man2man.ie and social media 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.

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

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

The Administration Manager's Main Responsibilities

The GHN Administration Manager acting in a professional and competent manner both internally and externally will perform the following functions:

Administration:

- Provide administrative support to the Board and to support the activities of the network. Maintain and file minutes/records/historic material via Cloud system. Maintain and update www.ghn.ie website and promote posts via the GHN social media platforms.
- Work closely/communicate with the Board; Chairperson, Secretary or Treasurer. Attend board meetings and present report(s) to GHN board meetings (five) and attend where necessary or required.
- Assemble the GHN Annual Report [and any other reports or documentation that may be required (e.g. the compilation and coordination of any funding grant applications)].
- Promote and work to the GHN strategic delivery plan. Gather and collate any information relevant to the GHN strategic delivery.
- Work closely/communicate with the GHN 'Communications Director'

Financial:

- Maintain and control income and expenditure and assigned budget(s). Use Excel, for basic bookkeeping on all income and expenditure. Pay and file invoices and manage any spending.
- Work with the Treasurer and /or Chairperson and engage and liaise with Auditors. Prepare financial and other relevant reports for the GHN Board, for the HSE and other funders in a timely manner.

Engagement and Event Management:

- Be the contact and link for all GHN member organisations/members and partner SHCPP and other relevant stakeholders.
- Maintain and increase the membership
- Organise events including the two to three-general membership/community/stakeholders' meetings (one of which is Gay Health Forum (GHF)).
- Represent/advocate, where agreed, for GHN or a GHN board member at any committee / stakeholder meeting. To assist the Communications Director with representing GHN position via Social media and/or Press.

Person Specification

Ideally the Person appointed will have:

Experience

- A minimum of two years' experience in office administration including financial reporting and bookkeeping.

- Experience of working in a Community / NGO environment, handling multiple projects and deadlines
- Experience of working with social media and websites preferable
- Knowledge of the Irish Charity Regulator and its Code preferable
- Experience of Event co-ordination or events management.

Key Competencies

- Excellent administration, financial skills, 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 23.59hr 3 May 2022 to Mr Bill Foley, Secretary GHN, at info@ghn.ie and a reply email will be sent as receipt.

Interviews will take place by Zoom.

* gbMSM refers to gay, bisexual and trans men and any other Men who have sex with Men or who those who do not identify as such.

