



Muscular Dystrophy Ireland (MDI) is a voluntary organisation that provides support to people with neuromuscular conditions and their families. MDI seeks to recruit an enthusiastic individual with relevant qualifications and experience for the following position: -

Full-time Respite Services and General Administrator

This is a full-time position based in Chapelizod, Dublin 20. MDI operates a number of respite services, including Personal Assistants to members, a Respite Holiday programme/summer camps.

This full-time role is centred around the general office administration associated with the management of the Personal Assistant Programme, Respite Holiday Programme, performance monitoring and reporting, policy development and grant applications.

JOB DESCRIPTION:

- Location:** Chapelizod, Dublin 20
- Reporting to:** Head of Services
- Contract Type:** Fixed Term Three Year Contract

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This full-time role is centred around the administration associated with the management of the Personal Assistant Programme, Respite Holiday Programme, performance monitoring and reporting, policy development and grant applications.

Key Responsibilities:

- Administration, Management, Control and Oversight of Respite services
- General Office Administration
- Co-ordinate with Staff, individual members and families on respite requirements

- Selection, Recruitment, Administration and Tracking of Personal Assistants
- Maintenance of Personal Assistants Panel
- Respite Holiday Programme/Summer camps
- Maintain and update Tracking tables
- Maintain and update KPI's
- HSE Service Level Arrangements
- Development of MDI Policies
- Third Party Service Providers
- Grant Applications

Keys Skills:

- Strong administrator
- Strong organiser
- Strong IT skills
- Excellent communicator
- Project Management Experience
- Attention to Detail