

## **Gerri's Place: Volunteer Administrator** **(<https://www.activelink.ie/node/111080>)**



### **Administration Volunteer**

We are a small, relatively newly established charity focused on supporting individuals experiencing burnout, stress, depression, and other mental health challenges. Our wellness retreats provide a safe and nurturing space for healing and personal growth. We are seeking a part-time Administrator to assist the CEO and team in ensuring the smooth running of our operations. This is a key support role, helping us to stay organised and efficient as we grow.

#### **Role Overview:**

The volunteer Administrator will provide vital administrative support to the CEO and wider team, ensuring the efficient running of day-to-day operations. This role requires someone who is highly organised, proactive, and comfortable working in a small, dynamic environment. The ideal candidate will have a strong administrative background and a passion for working in a purpose-driven organisation that supports mental well-being.

#### **Key Responsibilities:**

##### **Administrative Support:**

- Provide general administrative support to the CEO, including diary management, meeting coordination, and correspondence.
- Assist with the preparation of documents, reports, and presentations.
- Handle general enquiries via phone, email, and post, ensuring timely responses.

##### **Office Management:**

- Organise and maintain office systems, including filing, database and google drive management, and ordering supplies.
- Ensure accurate record-keeping and document management, including minutes from meetings.
- Assist with the planning and logistics for wellness retreats and other events, including booking venues, coordinating attendees, and managing schedules.

##### **Fundraising & Donor Support:**

- Assist with donor communications, including thank-you letters, updates, and invitations to events.
- Help maintain a donor database, ensuring information is up-to-date and accurate.
- Support fundraising initiatives by providing administrative help with grant applications, event organisation, and fundraising campaigns.

##### **Communications & Marketing Support:**

- Help with Gerri's Place social media and website updates, ensuring content is engaging and aligned with our mission.
- Assist in the preparation and distribution of newsletters, brochures, and other promotional materials.

#### **Key Skills & Experience:**

- Proven experience in an administrative or office support role, ideally within the charity, wellness, or healthcare sectors.
- Excellent organisational and time management skills, with the ability to manage multiple tasks and priorities.
- Strong written and verbal communication skills, with attention to detail.
- Proficient in Microsoft Office (Word, Excel, PowerPoint) and comfortable with using cloud-based tools and databases.
- A pro-active team player with a positive, can-do attitude and the ability to work independently when needed.

## Personal Qualities:

- Compassionate and aligned with the Gerri's Place mission.
- Reliable, proactive, and highly organised, with strong problem-solving skills.
- Adaptable and comfortable working in a small, growing organisation.
- Discreet and demonstrated ability to handle confidential information sensitively.

## Benefits:

- The opportunity to contribute to a meaningful cause and support individuals facing mental health challenges.
- Flexible working hours to accommodate personal or family commitments. Attending our office in Terenure, Dublin 6 a few hours per month is required although hours are flexible.
- A friendly and supportive working environment.

## How to Apply:

Please submit your CV and a brief cover letter outlining your suitability for this role to [info@gerrisplace.ie](mailto:info@gerrisplace.ie) (<mailto:info@gerrisplace.ie>)

This role offers a fantastic opportunity for an organised and proactive individual to contribute to a purpose-driven charity. As a small organisation, you'll have the chance to be involved in various aspects of the charity's operations and play a key role in its development and success.

### Region

Flexible

### Date Entered/Updated

23rd Sep, 2024

### Expiry Date

23rd Nov, 2024

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