

Grow Mental Health: Administrator (Part Time)
(<https://www.activelink.ie/node/113596>)



Our Vision: An Ireland where no one needs to navigate mental health challenges or life's struggles alone.

Grow Mental Health are currently seeking to recruit an:

Administrator

Part Time – 15 Hours per Week

Preferred location – Kilkenny Office
National Remit with some potential to work from home

Closing date for Applications is Friday 7th February
Interviews will be on Wednesday 12 February 2025

This role is part of the Administration Team, Nationwide at Grow Mental Health.

The purpose of the role is to provide administrative support to the Regional Area Lead/Manager, the Regional Program Team and other members of the national team to ensure compliance to best practice in the general administration of GROW in support of member and organisational needs.

Grow Mental Health is Ireland's largest community-based mental health organisation and has been helping people on the road to mental health recovery and wellness for over 50 years. We hold both In-Person and Online peer-support groups across Ireland each week. Grow groups follow a practical programme and provide mutual help and support to anyone experiencing mental health difficulties or struggling with their mental wellbeing. Meetings are free and confidential. Besides weekly support meetings, Grow also holds free community education, workplace, carer, and young adult programmes.

Some of the benefits of working at Grow Mental Health include:

- A fantastic work/life balance
- Flexible working hours
- The ability to work remotely from home
- A contributory pension
- Mileage allowance
- Tuition assistance

For more details on Grow Mental Health visit our website www.grow.ie (<http://www.grow.ie/>)

Application is by CV and Cover Letter to craigmoore@grow.ie (<mailto:craigmoore@grow.ie>)

Region
Kilkenny

Date Entered/Updated

4th Feb, 2025

Expiry Date

7th Feb, 2025

Attachment	Size
<u>Administrator - Job</u>	30
<u>Description.docx</u>	KB

Source URL: <https://www.activelink.ie/vacancies/community/113596-grow-mental-health-administrator-part-time>