

Bodywhys: Support Services Officer (Part Time) **(<https://www.activelink.ie/node/115078>)**



Support Services Officer

Organisation: Bodywhys: The Eating Disorders Association

Address: P.O. Box 105, Blackrock, Co. Dublin

Position: Services Officer

Reporting to: Support Services Manager / CEO

Primary Responsibilities:

Volunteer Support and Organisation

- Liaising with Support manager and Services team re volunteer admin and support services schedule
- Overseeing day to day volunteer engagement with services.
- Organise shadowing and oversee shadowing of trainee volunteers
- Deal with day-to-day emails or what's app from volunteers
- Any arising issues with services and volunteers

Out of hours 'on call' for Support Services.

- Respond to potential issues (logistical or service user risk) arising on support services (helpline and groups).
- Week on, week off basis (Flexible with prior agreement with Services Manager)
- Monday- Wednesday -Sunday (7.30pm-9.30pm) & Saturday (10.30am-12.30pm)

Delivery of Family Support Services (Future Potential)

- Will require training and shadowing of all elements of Family Support Package
- Liaising with Family Support Staff
- Flexible

OTHER DUTIES

- Attendance at weekly team meetings on Wednesdays 3.30pm – 4.30pm (or as required)
- Other duties as indicated by the Chief Executive Officer / Support Services Manager
- Data entry for support services statistics

Essential Criteria:

- Computer literacy with proficiency in MS Office and Zoom
- Knowledge and training in eating disorders treatment and support
- Post-graduate qualification in psychology / mental health / child and adolescent mental health
- Experience delivering psychoeducation and training skills groups
- Experience working with people with eating disorders and their carers
- Experience of delivering eating disorder family groups
- Knowledge of eating disorders and treatment services in Ireland
- Excellent verbal and written communication skills. Adapt communication style to suit different audiences i.e. employ empathy, understanding and active listening skills where appropriate
- Excellent time management skills and the ability to prioritize work

- Strong organizational skills with the ability to multi-task
- Good attention to detail
- An interest in working as part of a small team

Desirable Criteria:

- Psychotherapy / clinical therapeutic training experience
- Experience of providing clinical supervision / support to professionals/ students / volunteers
- Ability to reflect on practice in order to facilitate personal learning, professional development and service improvement.
- Experience with the CRM platform, Salesforce.

Contract:

Permanent position subject to a 6-month probationary period and continued funding being made available to the organisation by the Health Services Executive (HSE) annually.

Based in:

Bodywhys Central Office is currently located in St. John of God Hospital, Stillorgan, Co. Dublin. The support services officer will work remotely.

Hours of work:

The position will 15 hours per week. Flexibility is required. The candidate will work out of office hours when services are running, and the remaining working hours may be spread across the week (Monday – Friday) and may vary with prior agreement with the Support Services Manager.

Salary: €45,500 pro rata.

**Please email a covering letter and a cv to info@bodywhys.ie (mailto:info@bodywhys.ie) .
Closing date Monday April 21st 5 pm.**

Region

Dublin / Remote

Date Entered/Updated

14th Apr, 2025

Expiry Date

21st Apr, 2025

Source URL: <https://www.activelink.ie/vacancies/health/115078-bodywhys-support-services-officer-part-time>