



**Men's  
Development  
Network**



# **MEN'S DEVELOPMENT NETWORK CANDIDATE INFORMATION PACK**

**PROJECT ADMINISTRATOR**

**THE SUNDAY TIMES IRELAND**

**T Best Places to Work 2024**

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# INTRODUCTION

Thank you for considering MDN as your next career move. This document will provide you with an overview of who we are, what we do, and the exciting opportunities available at our organisation. We believe in fostering a diverse and inclusive workplace where every team member can thrive and contribute meaningfully. Read on to discover what it means to be part of MDN and learn how you can make a difference with us

## WHO WE ARE

The Men's Development Network (MDN) is an Irish non-profit organisation headquartered in Waterford City, with a key focus on promoting change and equality across society. MDN engages men and boys on their health, wellbeing, gender equality, and the prevention of gender-based violence.

MDN fosters healthy masculinity and creates environments where men can thrive. We empower men to take control of their lives and make positive choices through various programmes, initiatives, and community-based projects. One of our primary areas of focus is men's mental health. Recognising the barriers men face when seeking support, MDN creates safe spaces where men can discuss their mental health challenges openly. Through training, workshops, and counselling services, we equip men with the tools needed to manage their well-being effectively.

We also address relationship difficulties and social isolation through the MEND (Men Ending Domestic Abuse) programme. This initiative works with men who have been violent or abusive in their intimate relationships, aiming to promote positive change for the safety and welfare of women and children.

In collaboration with schools and higher education institutions, MDN implements prevention and early intervention programs aimed at young men. These include our White Ribbon Training Programmes, which promote healthy coping mechanisms, positive communication, and emotional literacy.

Through the Male Advice Line (MAL), MDN provides confidential support to male victims of domestic violence and abuse, available seven days a week. The MAL is a lifeline for many, offering essential support, advocacy, and information.

MDN influences policy on men's issues at local, regional, national, and international levels and has a strong record of multi-agency collaboration. By addressing mental health, relationship difficulties, social isolation, and engaging with young men, MDN plays a crucial role in supporting men's overall health and fostering positive change.





## MEN'S DEVELOPMENT NETWORK VALUES



### EQUALITY

To strive towards a more equal society in which all people are treated equally and without discrimination, will create the conditions for everyone to thrive.



### PARTNERSHIP

Working in collaboration and having a non-adversarial approach to effecting change creates the conditions for true and sustainable change.



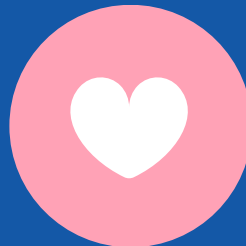
### PROFESSIONALISM

A professional approach ensures both clients and partners are treated with respect and dignity and all areas of compliance are met.



### NON-JUDGEMENTAL

Coming from this perspective allows for tolerance, respect, and dignity to influence the conditions for change.



### LOVE

Is the cornerstone of our existence; without it the conditions for personal and societal growth are limited.





At the Men's Development Network, we value our staff and are proud to have been recognised as one of ***The Sunday Times Best Places to Work 2024***. We believe that creating a positive and inclusive work environment is key to achieving our mission. Our culture is grounded in respect, teamwork, and collaboration, where diversity of thought and experience is celebrated. Our team is welcoming and dedicated to creating a productive atmosphere where everyone can flourish. We offer flexible working hours to help maintain a healthy work-life balance, and we regularly check in with staff to ensure they feel supported in their roles.



**Flexibility:** We offer flexible working hours to help you balance your personal and professional life. MDN understands that life happens, and we allow staff to take time to attend an appointment or caregiving responsibilities, in the form of *flexi-time*.



**Annual Leave:** We have a generous annual leave entitlement, starting at 25 days per annum (pro rata).



**CPD:** MDN encourage professional development, and will endeavour to work with staff who are presented with opportunities to enhance their knowledge and skills (contingent upon budget allocation).



**Support:** Regular check-in sessions with line managers ensure that you have the support you need to develop in your role. We believe in open communication and are always here to listen and help.

**Hybrid Working Environment:** At the Men's Development Network, we embrace a flexible hybrid working model tailored to the needs of each role. Employees have the autonomy to work flexibly, balancing time in the office and at home in a way that aligns with their responsibilities and work-life balance.



We provide the necessary technology and partner with a reliable IT support company to ensure you can work effectively from any location.\* Our headquarters in Waterford offers collaborative spaces, meeting rooms, and counselling rooms, while our offices in Dublin and Limerick support staff across Ireland with superfast broadband.



**Expenses:** We cover expenses and subsistence for any work-related travel, ensuring you're supported when representing the organisation.



**Employee Wellbeing:** Your wellbeing is a top priority for us. We have in-person wellbeing/team-building events throughout the year. We conduct monthly wellbeing sessions that focus on the company values, mental and physical health.

We also host bi-weekly online watercooler chats, offering a relaxed space for colleagues to connect and enjoy informal conversations



**Health Plan:** All employees can avail of a subsidised health plan designed to support your healthcare needs.





**Post:** Project Administrator

**Reporting to :** Operations manager

Programme Level: At a programme level the project officer will be supporting the staff of the training and development programmes. This will be achieved through a combination of regular meetings, discussion of the monthly work plan, and review of progress reports as provided by the Operations Manager

## **Duties of Project Administrator**

Administration and General:

Essential and other important responsibilities and duties may include but are not limited to the following:

- To produce regular progress reports
- Creates agendas and takes meeting notes
- Attends workshops and conferences when requested
- May take care of website functions and social media profiles
- Communicates with relevant agencies to produce travel itineraries for employee events
- Arranges meetings by scheduling appropriate meeting times, booking rooms, and planning refreshments

## **Health and Safety**

- To ensure, in association with the DoS, that all work carried out under the programmes are done in compliance with all relevant workplace legislation and in line with current best practice, in relation to, inter alia, health and safety and measures against harassment and discrimination;
- Ensure that all work areas provide a safe and healthy environment, both in terms of facilities and work practice

## **Other**

- To liaise with local & National agencies including, but not exclusively, the County Council, Health Services Executive, Social Protection local offices, WWETB, Local Employment Service and Partner Groups as necessary.
- To attend Supervisor/Team Leader meetings.
- To represent and promote NMHP in day-to-day work, outside meetings, highlighting the positive benefits of participation for individuals and communities; and any other duties deemed appropriate to NMHP at local & National level





## Terms & Conditions of Employment

Hours of work are 35hrs per week. Some evening work may be necessary. Terms & Conditions of Employment apply as directed by MDN Regulations.

Salary: €31,110

## DESCRIPTION

An exciting opportunity for an experienced programme officer has arisen here at the Men's Development Network CLG. This is a Fixed Term Contract, working out of our Waterford HQ. Reporting into the Director of Services you will provide project Support. This is an excellent opportunity to join a leading NGO.

Project administrator Skills and Qualifications:

The candidate should have a mature, non-judgemental, confident and caring manner. The ability to interact well with people from a wide range of backgrounds, together with good problem solving, project/time management and very good communication skills.

Prior Office Management Experience Preferred; Experience in Salesforce or other CRM Systems Preferred; Strong Attention to Detail; Ability to Work Without Supervision; Excellent Time Management Skills; Exceptional Communication and Customer Service Skills; Technical Skills, Including Proficiency With Microsoft Office Programs; Strong Prioritisation and Organisation Skills; Ability to Handle Confidential Information; Strong Record Keeping Skills; Presentation Skills, Including Welcoming Guests to Events; Ability to Multitask

## Education

Each candidate must,

(a) Have obtained a primary degree

Or

(b) Have had at least three year's previous service in a programme support/development role

Or

(c) Have satisfactory relevant experience which encompasses demonstrable equivalent skills.

## Responsibilities:

- Responsible for managing the daily tasks associated with operations for the programme.
- Working within the team structure to take accountability for tasks delegated to you
- Communication with partners, stakeholders and policy holders when necessary
- Ability to identify issues and escalate them if necessary
- Willingness to accept requirements relating to developing your professional career
- Ability to play an active role in a diverse team
- Ad-hoc duties when required from you





## ABOUT THE ROLE

### Probationary period:

A probationary period of 6 months will apply. This can be extended by the Board at its sole discretion .

### Ideal Candidate Must

- Demonstrate good character professional, including compliance with all relevant laws and regulations
- have ability problem solve and initiate
- Be prepared to work outside of normal hours, as necessary.
- Be prepared to change location as required by the Company.
- Have access to good broadband and willing to work remotely and in our head office in
- Waterford based.

Any offer will be subject to satisfactory references.

This job description it not exhaustive and duties and responsibilities may change in the future as decided by the Board of Directors.

## HOW TO APPLY

Please forward via email to [recruitment@mensnetwork.ie](mailto:recruitment@mensnetwork.ie):

- CV (no more than two pages).
- Cover Letter outlining your motivation and suitability for the role based on core competencies.

Please ensure the job reference number (ref: MDN/ADMIN/01/04) is included in the email subject line.

All queries should be directed to [recruitment@mensnetwork.ie](mailto:recruitment@mensnetwork.ie)

Shortlisted candidates will be invited by email to attend an interview via Teams video call.

We endeavour to respond to all applicants, however some roles receive a high volume of applicants and we can't always guarantee each applicant will receive a response.

Deadline for applications is the 16th April 2025 at 12:00.

Failure to comply with the application procedure will deem the application invalid. Job offer is subject to references.





# EQUAL OPPORTUNITY STATEMENT:



The Men's Development Network CLG is committed to a policy of equal opportunities in employment. It recognises that Irish society, particular groups and individuals are discriminated against and denied equality of opportunity. Management aims to create an environment in which equal opportunity is promoted as a means of developing the full potential of everyone involved in the organisation.

The Men's Development Network CLG is committed to promoting a good and harmonious working environment where every employee is treated with respect and dignity, and in which no employee feels threatened or intimidated.

The policy of equal opportunity ensures that any decisions relating to recruitment and selection, pay, terms and conditions, career progression, training and development are made on the basis of ability, qualifications and suitability for the work

\*This is an extract from our equal opportunities policy, a full copy of the policy can be made available upon request.



## Men's Development Network

Better Lives for Men, Better Lives for All

