



## **Post title: Operations and Communications Manager**

The Parents Plus Charity is seeking an Operations and Communications Manager. The ideal candidate will be an excellent communicator and a great team player who has excellent administration, management and leadership skills.

**The contract is for an initial period of eight months to cover a maternity leave, but this period may be extended to cover other roles within the growing Parents Plus team.**

This post offers a great opportunity to work as part of small dynamic team and to make a contribution to the mission of Parents Plus to improve outcomes for families at a national and international level.

### **Responsibilities include:**

- **Project Management:** Design and management of specific Parents Plus projects such as, the running of Parents Plus national conference.
- **Operations:** In conjunction with the CEO, overseeing the development and implementation of clear operational procedures for Parents Plus.
- **Communications:** Preparing and sending out Parents Plus regular email communications and social media broadcasts as well as updating the Parents Plus website.
- **Service development:** Development of post training services to Parents Plus facilitators (the local support networks and support forums) in conjunction with the Parents Plus trainers and supervisors.
- **Sales and Marketing:** Designing specific campaigns and procedures to support the sale of Parents Plus training to professional agencies and networks.
- **Database:** Management of the Parents Plus Salesforce database of trained facilitators and contacts.
- **Training:** Supporting the production of training proposals and the preparation of training materials.

### **Person requirements:**

- Experience and training in one or more of the following areas: management, sales/marketing, fundraising and administration.
- Excellent written and verbal communication skills.
- Great people skills and a team player with a positive attitude.
- Responsible, reliable and able to get on with people.
- Knowledgeable office organization.
- Experienced with MS Office and IT packages. Specific knowledge of the Salesforce CRM databases would be an advantage, as well as experience of Mailchimp and Wordpress.



- Detail-oriented, accurate, organised, good reasoning and analytical skills.
- Excellent time-management skills, ability to manage multiple tasks, prioritise projects and meet deadlines.
- Has an appreciation of the work and mission of the Parents Plus Charity with a desire to learn and develop within the organisation.

### **Conditions**

Full-time 37 hours a week, based in Dublin 7 near Mater Hospital.

€25,000- €36,000 depending on level of experience.

### **To apply**

Please complete the application form online [here](#) and send to [siobhan@parentsplus.ie](mailto:siobhan@parentsplus.ie)

Closing date for applications is **5pm on Thursday, 26<sup>th</sup> October 2017**.

**NB:** Interviews will be held on **Tuesday, 7<sup>th</sup> November 2017** at the Parents Plus office, 15 St Vincent Street North, Dublin 7.

### **About Parents Plus**

Parent Plus is an Irish charity committed to developing educational and therapeutic programmes for families and supporting professionals and community leaders to deliver them in local communities. It is a dynamic organisation with a national profile and an international reach. For further information visit: [www.parentsplus.ie](http://www.parentsplus.ie)