

Qualifications and experience

Academic qualifications

- Third level qualification
- Knowledge base relating to key aspects of the role

Key skills and characteristics

- Experience of using an accounting system, preferably SAGE
- Experience of using a Cloud-based Relationship Management (CRM) system (desirable)
- Excellent organisational and time management skills, with demonstrated ability to multi task, deliver to deadline and prioritise
- Flexible and responsive to differing individual needs, with a positive, solutions-focused approach
- High level of competency with range of IT software (Microsoft Office suite essential), and ideally digital media
- Understanding of GDPR-compliant data management
- Experience of managing communication flows and maintaining groups for information-sharing
- Excellent communication, interpersonal and relationship-building skills
- Ability to work on own initiative and an excellent team player
- Strong written and verbal skills, with good attention to detail

Professional and vocational experience

- Professional and vocational experience relevant to the role
- Demonstrated track record for ability to work on own initiative and as part of a team

Other requirements specific to the post

- Full driving licence and access to a car desirable
- Flexibility to work outside of office hours, as the role will occasionally involve this

Immediate start desired

About Engaging Dementia (formerly Sonas Apc)

Engaging Dementia provides training, resources and supports for people with dementia and their carers. It is a registered charity (CHY 11839, Registered Charity Number 20033439).

www.engagingdementia.ie

How to apply:

Please send CV with cover letter to: jobs@engagingdementia.ie for the attention of Sinéad Grennan.

Please note shortlisting will commence immediately. All applications will be treated with the strictest of confidence. Engaging Dementia is an Equal Opportunities Employer.

****Closing date for applications: Sunday 7th July 2019 at 5pm****