



Building 83
Ledwidge Avenue
Ebrington
Derry -Londonderry
BT47 6GZ

Developing Healthy Communities (DHC) Ltd

Clear Project Admin Assistant

JOB DESCRIPTION

Post:	Clear Project Admin Assistant
Reporting to:	Clear Project Deputy Manager
Salary:	£19, 800 per annum
Hours of Work:	30 hours per week (Part Time)
Duration:	Fixed Term – 2 years (subject to funding)
Based:	83 Ledwidge Avenue, Ebrington Square, Derry-Londonderry, BT47 6GZ
Start Date:	Immediately

Key Roles & Responsibilities

The Clear Project is a capacity building project for community and voluntary sector organisations working in the fields of Suicide, Mental Health, Drugs and Alcohol. The role of the Project Admin Assistant will be to support the administrative needs of the Clear Project.

Summary of Duties and Responsibilities:

1. To provide clerical and secretarial services including answering telephone, word-processing, photocopying, sending emails, filing and maintenance of records, event organising using online applications.
2. Act as liaison point for the Clear Project, dealing with correspondence and enquiries, logging such enquiries and answering or referring as appropriate.

3. Assist with the short-term funding process, liaising with project recipients and other appropriate organisations and ensuring all information is kept up-to-date.
4. Assist with preparation of funding letters of offer, service and budget agreements and Progress Monitoring Reports.
5. Check and enter data, update and maintain database.
6. Assist in the recording and processing of invoices, receipts and payments as required and instructed.
7. Organise training, circulate information, collate supporting documentation and liaise with participants to maximise participation on training sessions.
8. Deal with incoming and outgoing mail.
9. Order equipment, materials and office supplies.
10. Update web and social media sites.
11. To liaise with appropriate statutory, community and voluntary agencies and maintain effective working relationships and partnerships.
12. Assist with organising meetings, prepare agendas, attend meetings, note proceedings, prepare draft minutes and deal with correspondence.
13. Adhere to policies, protocols and mechanisms such as data protection, data storage and confidentiality.
14. To undertake any other appropriate duties as shall contribute to the achievement of the purpose and function of this post as shall be identified by the Clear Project Manager, Clear Deputy Manager and any of the Clear Project Coordinators.
15. All employees of DHC are responsible for all records held, created or used as part of their business within the organisation including corporate and administrative records whether paper-based or electronic and also including emails.
16. Employees are required to be familiar and up to date with the organisation's policy and procedures on records management and to seek advice if in doubt.

Please note:

- The duties outlined in this job description serve as a guide to the current and major responsibilities of the post.
- This job description is subject to review in the light of changing circumstances and is not intended to be rigid and inflexible but should be regarded as providing guidelines within which the post holder works.
- Other duties of a similar nature may be assigned from time to time.
- All duties must be carried out in compliance with Health and Safety Policy and statutory regulations.

PERSON SPECIFICATION

The personnel specification shows essential skills, abilities, knowledge and/or qualifications required to be able to carry out the duties of this post. When completing the application form, please address each criterion listed in the specification, drawing upon all of your experience, whether at work or on a voluntary basis.

FACTORS	ESSENTIAL	DESIRABLE
<p>Qualifications and Experience</p>	<p>5 x GCSE (grades A*-C) including Maths and English</p> <p>And</p> <p>At least one years' experience of providing admin support in an office environment.</p> <p>And</p> <p>Proficient in the use of Microsoft Office (Outlook, Word, Excel, PowerPoint), and other software applications e.g. Survey Monkey, Mail Chimp, Eventbrite</p>	<p>At least one years' experience within a health improvement or community development environment.</p> <p>Experience of working on an intersectoral basis and/or servicing partnerships</p> <p>Experience in the administration of training and small grants</p> <p>Experience supporting funding applications or progress reports</p>
<p>Skills and Abilities</p>	<p>Proven office organisational and file management skills, strong ability to multi-task</p> <p>Ability to work under pressure or to short deadlines with accuracy</p> <p>Excellent communication skills verbal and written</p> <p>Strong working knowledge of Microsoft Office applications including Access databases</p>	<p>Report writing skills</p> <p>Ability to work flexible working hours when required</p>

	<p>Ability to keep accurate and relevant records, including financial records, in both computerised and manual systems</p> <p>Ability to work as part of a team and on own initiative</p>	
Knowledge of	Organising events and training programmes	<p>Community and voluntary sector services in the fields of suicide, mental health, drugs & alcohol.</p> <p>Supporting networking activity</p> <p>Working with multi agency sector organisations</p> <p>Social media and website updating</p>
Other		<p>Hold a current full driving licence which is valid for use in the UK and have access to a car on appointment.</p> <p>This criterion will be waived in the case of applicants whose disability prohibits driving but who have access to a form of transport approved by the organisation which will permit them to carry out the duties of the post.</p>

Please note that we operate a “No Smoking” Policy and all employees MUST comply with this.

Closing Date: Friday 24th May 2026 @ 12 midday.

Interview: Wednesday 22nd/29th April 2026 (if applicable and date subject to change)

**DHC is an equal opportunities employer and welcomes applications
from all sections of the community.**