



Communications and Administrative Assistant (Part-time/20 hours per week)

Who we are

Suicide or Survive is a national charity working to prevent suicide and to break the silence that surrounds it.

What we do

We deliver facilitated group programmes rooted in lived/living experience which enable courageous conversations about suicide to happen. Honest conversations are the foundations of suicide prevention where people discover the power within themselves to be able to live with suicidal thoughts.

How we do it

Working in collaboration with community, voluntary and statutory agencies, we develop and facilitate programmes for anyone touched by suicide to include people who experience suicidal thoughts or have made attempts on their life, people who support them, and the workplaces, communities and systems around them.

Why we do it

Suicide prevention is not just one part of what we do but it is the reason we exist. We believe that suicide prevention starts with honest and courageous conversations.

Vision

An Ireland where people have the courage to speak about suicide, and the space to be heard, so that there is hope even on the darkest days.

Mission

We work to prevent suicide through programmes grounded in courageous conversations, lived/living experience, and practical skill-building to support people to live with suicidal thoughts without being defined by them.

Values

Courage is our foundation. It takes courage to face the darkest days, to break the silence around suicide, and to keep going.

Hope is a possibility we hold open for others when they can't or don't want to hold it themselves.

Compassion is a quiet strength that is present in our words and action to every person in every moment.

Understanding is at the heart of our approach as we seek to listen deeply, honour lived/living experience and recognise that each person's path is their own.

About the Position

Suicide or Survive are recruiting a part time Communications and Administrative Assistant to support the team with external communications and general office administration. The Communications and Administrative Assistant will work closely with the Development and Partnerships Manager and the National Programmes Manager to help build Suicide or Survive's engagement with supporters and programme participants and to enhance Suicide or Survive's digital presence. This is a flexible hybrid role with attendance in the office one day per month.

Reporting To

Catherine Brogan – CEO

For Day-to-Day responsibilities

Paula O'Malley – Development and Partnerships Manager

Communications, Partnership and Fundraising Support

- Cocreate social media content calendar and post using brand guidelines. Respond to comments/tagged posts as well as repost complimentary information from other organisations.
- Design social media posts, flyers, posters, reports, video clips and Powerpoint presentations within brand guidelines
- Compile analytics for social media pages to monitor progress and monitor website performance and provide analytic reports
- Participate in and contribute to communications and marketing meetings to improve engagement on digital platforms
- Update and maintain the organisation's website using the WordPress platform. Ensure content is current, engaging and optimized for SEO.
- Set up fundraising donation links and send fundraising receipts as advised by the Partnerships and Development Manager
- Liaising with fundraisers and supporters as needed

Administration and Programme Support

- Provide general office administration and support for staff including room bookings and managing the main email inbox.
- Maintain accurate and up-to-date records in the CRM system.
- Answer the SOS landline phone and give signposting/support/information as needed
- Update and maintain the programme registration platform, responding to participant and facilitator queries.

Qualifications and Experience

- Demonstrated relationship management skills and experience working in a supportive manner
- Working knowledge of social media and the current digital landscape
- Excellent oral and written communication skills
- Excellent attention to detail, organisational, administrative, and time management skills
- Working knowledge and competent use of Microsoft Suite (Word, Excel, Powerpoint), Canva or other design platforms, and Eventbrite

Desirable

- Proficiency with Google Analytics for tracking and reporting website metrics.
- Familiarity with Mailchimp, Salesforce CRM Package, and fundraising platforms.
- Knowledge of the community and voluntary sector
- Understanding of GDPR principles

What We Offer

- Flexible working week
- A meaningful role within the mental health sector with the opportunity for growth.
- Access to organisational Employee Assistance Programme.
- 25 days annual leave (pro rata).
- Mentorship & Training: Guidance from an experienced team and opportunities to attend training sessions/webinars to enhance your skills.
- Practical Experience: Work in a collaborative environment with a small and supportive team

About

- Fixed contract of 6 months with possibility to extend
- €29,250 per annum pro rata to 20 hours per week (€15,600 per annum)

How to Apply

- Send CV and Cover Letter to Joan Wall at recruitment@suicideorsurvive.ie by 4pm on the 7th of April
- Anticipated date of interviews will be held on Monday 13th April.