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| **Job Title** | **Not So Different Reception Administrator** |
| **About Not So Different** | Not So Different is a social enterprise promoting equality and inclusion of neuro-divergent individuals and their families. We work to improve opportunities and outcomes for neuro-diverse individuals through education and employment. Not So Different was established in 2016 for the purposes of:• Promoting equality and inclusion for neuro-diverse individuals and their families. • Increasing knowledge understanding and acceptance of neuro-diversity through education.• Increasing capacity of those supporting or working with neuro-diverse individuals through training. |
| **Role of** **Reception Administrator** | The Reception Administrator is a front line service role, meeting and greeting centre users, customer services, taking bookings for training hub, dealing with queries.The role of the reception administrator is to keep all training centre administration up to date, such as sign in sheets, health and safety records, programme schedules, etc.The role works together with the Creative Ability Hub manager is to ensure the smooth running of the centre, to ensure clients are dealt with in a professional, friendly and efficient manner.The role involves the promotion of events in the Creative Ability Hubs to ensure the public are aware of all events.The role involves working with the Not So Different Creative Ability Hub team and working with individuals are neurologically diverse. |
| **Essential Requirements** | Must have **previous knowledge of and experience of** the following and **be able to demonstrate** both at the interview:• Microsoft Office Skills – be proficient in the use of MS Word, PowerPoint, Access and Excel• Data Management Skills – be proficient in data management including data entry and data protection• Excellent Communication Skills – as this is a front line service position, the successful candidate must have the ability to communicate effectively and efficiently with team members, educators, employers and public as a whole, in a friendly manner.• General office skills including telephone skills, customer care skills and ability to handle queries and complaints effectively.• Developing marketing and promotional material to increase awareness of the Creative Ability Hubs in the community. |
| **Specific** **Requirements** | • MS Office skills, data management skills including data protection and data entry and general IT admin skills.• Excellent communication skills dealing with staff, hub users, the public and individuals that are neurological diverse. • Individual must be a self-starter, motivated, have the ability to both work as part of a team and work on own initiative as this is a requirement of the job. • Garda Vetting is a requirement.• Child Protection Training is a requirement. |
| **Skills Requirements** | Previous experience of reception administration work would be desirable.Proven track record in working with the public in a front line service role |

**Application Process**

To apply, please send a comprehensive CV and letter of application detailing your suitability for the role to info@notsodifferent.ie

When emailing your application, please put job title **Reception Administrator** in the subject heading

Closing date for all applications **is 5pm** **Wednesday 11 December 2019**

**NOT SO DIFFERENT IS AN EQUAL OPPORTUNITIES EMPLOYER**