

<b>Job Title</b>	<b>Resus Administrator</b>
<b>Manager</b>	<b>Resus Manager</b>
<b>Job Status</b>	<b>Specific Purpose Maternity leave Cover (approx. 1 year) – Full-time</b>
<b>Location</b>	<b>Rathmines (Hybrid, 2 offices days, Mondays and Thursdays)</b>

The Irish Heart Foundation is Ireland’s national charity dedicated to fighting heart disease and stroke. Every hour someone in Ireland suffers a stroke and everyday hundreds of people are diagnosed with heart conditions. The lives of these people are often cut tragically short. Many are left disabled. Almost 9,000 die from heart conditions and stroke every year in Ireland making cardiovascular disease one of the nation’s biggest killers. We work to turn this around – support people to live healthy lives and avoid cardiovascular disease, but also to support people living with heart conditions and stroke.

CPR training for both the public and frontline healthcare staff is an integral part of the Irish Heart Foundation’s strategy. The mission of the Resus department is to strengthen the links in the chain of survival and ensure more people survive cardiac arrest. The CPR programme has a large administrative aspect to it, which is essential for its smooth running and ensuring standards of training are maintained. Training is delivered through a blended learning approach with online learning via a specialised platform complemented by physical skills practice.

### **The Role**

The role is administrative and requires someone who is organised, excellent time management skills and who is a good communicator.

### **Key Responsibilities**

- Be responsible for the resuscitation team’s CRM database, ensuring all data is recorded accurately and in a timely manner.
- Support the coordinators with the organisation of instructor courses / workshops ensuring that all events run smoothly.
- Liaise with training site coordinators to ensure course returns are submitted in a timely manner. Assist in the accumulation of training sites numbers every 6 months.
- Produce reports from CRM database as required.
- Process orders / electronic materials for instructors and training site coordinators using an online learning platform.
- Be a support to sites/ instructors/general public in using the learning platform and digital products.
- Manage the distribution of course materials / certificates etc via the learning platform.

- Maintain accurate records and work closely with the programme Coordinators in ensuring that records and paperwork are being dealt with in a timely manner.
- Upload instructor data from monitor forms ensuring that all in line with GDPR.
- Support in the management of shared team email box
- Build a strong rapport with instructors and training site coordinators.
- General correspondence with Community First Responder groups, and general public via email and telephone.
- Update the website with courses or any changes necessary to the programme.
- Assist with CPR training courses as required.
- Admin support of public awareness campaigns.
- Ad hoc Reception cover
- Other duties as assigned by the Head of Department.

### **Skills and Experience Required**

- 2 years previous Administration experience in an office environment is essential
- Excellent IT skills essential
- familiarity with Databases desirable
- Excellent communication skills verbal and written
- Ability to work independently and as part of a team
- Excellent attention to detail.
- Fluent written and spoken English.
- Excellent MS Excel skills a requirement. Strong computer and MS Office skills.
- Ability to represent the Irish Heart Foundation in a professional manner at all times.
- Experience of CRM database and/or online learning platforms a distinct advantage

The above is a guide to the nature of the work required. It is not wholly comprehensive or restrictive. This job description will be reviewed in line with business needs.

This is a full-time role, Monday to Friday. The role is based in the Irish Heart Foundation's offices in Rathmines, Dublin staff work in the office Monday and Thursday and work remotely the other days.

To apply please provide an up-to-date curriculum vitae and cover letter outlining how you suit the post by email to Klara O'Malley, HR Manager

**Email:** [hr@irishheart.ie](mailto:hr@irishheart.ie) The closing date for this position is **6<sup>th</sup> December 2024**

**The Irish Heart Foundation is an equal opportunities employer.**

**The Irish Heart Foundation has a no smoking policy. Employees are not permitted to smoke whilst undertaking any duties on behalf of the Foundation.**