

Multiple Myeloma Ireland



Multiple Myeloma
Ireland

Organisation: Multiple Myeloma Ireland (MMI)

Project: Provision of support services to MMI

Reporting to: Chair of MMI Board

Location: Remote working, with occasional attendance at meetings/events.

Time Commitment: Expected commitment of overall 25 hours per month. Note: flexibility required as there may be a requirement to work additional hours in the week leading up to the AGM, fundraising events, annual information day.

Contract Type: A 2-year fixed term is envisaged for this project (subject to the continued availability of funding). A Service Level Agreement will be in place for provision of this contract for services. The successful candidate will be available to commence the role immediately.

Funding: MMI proposes a fee of €20 per hour for this service.

Closing Date: 5pm on Fri 14th of January 2022

BACKGROUND INFORMATION

Multiple Myeloma Ireland (Charity no: CHY20751) is the only charity organisation focused on multiple myeloma in Ireland. Multiple myeloma is a relapsing-remitting cancer arising from plasma cells, a type of white blood cell which is made in the bone marrow. Our mission is to inspire hope, promote awareness and contribute to health and well-being by providing support to every patient, carer and healthcare professional dealing with myeloma through education, advocacy and research. Further information is available on <https://multiplemyelomaireland.org>

THE BRIEF

Multiple Myeloma Ireland (MMI) requires effective executive and administrative support for the Chair and Board members as directed to ensure that organisational goals and objectives are achieved over the next two years. The successful candidate will be required to carry out a broad range of administrative tasks for the Chair and Board and contribute towards the delivery of the Charity's strategic plans as required.

Key Deliverables :

1. Executive Support

- Act as first point of contact for the Chair, proactively and promptly reviewing and tracking incoming enquiries which may include emails and correspondence and responding directly or advising on responses to the Chair and/or officers on the Board.
- Manage the Charity's Facebook and Twitter account
- Prepare meeting agendas and meeting papers and take, edit and distribute minutes
- Communicate on behalf of the Chair with Board members, supporters and other stakeholders as required
- Maintain an organised filing system of paper and electronic documents
- Assist the Treasurer with the provision of the Charity's record of financial accounts
- Compile and submit the annual Charities Governance Code Compliance Record Form report.

2. Board Support

- Undertake Board secretarial duties including arranging meetings, issue of proper notices of meetings, preparation of agenda, circulation of relevant papers and producing minutes to record the business transacted and decisions taken
- Work closely with the Chair and Officers to ensure Board papers are prepared and issued to schedule and Board meeting actions are progressed and reported on in a timely manner.
- Arrange and coordinate the annual information day.

3. General

Demonstrate a commitment to ongoing learning and development and to participate in any training relevant to the role such as Governance training.

This description of the brief is not exhaustive. It merely acts as a guide and may be amended to meet the changing requirements of Multiple Myeloma Ireland at any time after discussion with the successful candidate.

REQUIREMENTS

Area	Essential
Qualifications and Experience	<ul style="list-style-type: none"> ● Experience of minute taking and circulating papers
Knowledge	<ul style="list-style-type: none"> ● Good working knowledge of Microsoft Office ● Knowledge of the charitable sector and relevant legislation
Skills	<ul style="list-style-type: none"> ● Excellent written and verbal communication skills, with the ability to communicate at all levels both internally and externally ● Excellent interpersonal, diplomatic and oral communication skills ● Ability to exercise absolute discretion and confidentiality ● Ability to react flexibly to changing and diverse workload demands ● Excellent organisation and IT skills ● Strong planning and organisational skills ● High level of attention to detail and accuracy ● Ability to work calmly under pressure, maintaining a flexible 'can do' attitude
Personal	<ul style="list-style-type: none"> ● Self-motivated, able to work independently and take initiative ● Commitment and desire to make a difference

HOW TO APPLY: Interested parties should submit a detailed proposal and cover letter by 5pm, on Friday 14th of January 2022, addressed to the Chair of MMI at info@multiplemyelomaireland.org.

SELECTION PROCESS: Selection will involve evaluation of applications based on the criteria for the project as outlined in this brief.