

## **JOB DESCRIPTION**

### **Information Officer**

*Advertised January 2023*



### **Summary of Role and Responsibilities**

The Information Officer will be responsible for the provision of information and impartial advice to our members and the public, and overseeing efficient and accurate office administration.

### **Key duties Include:**

- Dealing with enquiries to our information and advice service, by phone, post, email, and online messaging.
- Maintaining up-to-date information resources and supporting the development of new information resources.
- Planning and delivering inputs on DAI Parents' Courses and delivering talks and seminars to other groups to promote dyslexia awareness.
- Administration and promotion for DAI events/courses/conferences.
- Representing the Association at information stands, seminars, conferences.
- Assisting with the administration of our educational psychology assessment appointment system.
- Developing, maintaining and overseeing efficient office systems including mailings, updating of DAI membership database, data recording, monitoring of stationary supplies etc.
- Following all financial recording procedures, in accordance with DAI Finance Policies, and assisting the Services Coordinator with day-to-day book-keeping.
- Providing administrative support for existing staff, working groups, existing and future projects.
- Engaging in partnership and collaborative work with other organisations as directed, to help further the overall aims of DAI.
- Keeping abreast of current information/research in dyslexia, and dyscalculia.
- Representing the Association in a positive and professional way, which promotes the visions, aims and objectives of the Association.
- Operating at all times according to current DAI policies and procedures.

### **Terms**

- Full-time position, based on 35 hours per week.
- Fixed-term contract for one year (to cover a career break). May have potential to extend.
- A six-month probationary period will apply.
- This position is subject to Garda Vetting and reference checks.
- Based in Dublin city-centre office but with occasional travel nationwide. Work location will be hybrid/blended, with alternate weeks working at home and in the national office (this pattern

may change in the future). During the induction period, the Information Officer will be working full time from the office, with a move to hybrid working after the initial induction period.

- Flexibility is required with the expectation of occasional evening and weekend work.
- The full time salary rate for the Information Officer role is €28 - 29k per annum, depending on experience.

### Person Specification

Candidates should have:

- ✓ A third level qualification in a relevant area, or demonstrable equivalent experience.
- ✓ At least 2 years' experience in a similar role (experience of information provision including delivery of training/information seminars is essential).
- ✓ Excellent listening skills and ability to empathise with callers to our helpline.
- ✓ Excellent verbal and written communication skills.
- ✓ Excellent analytical and problem-solving skills.
- ✓ Excellent organisational and IT skills.
- ✓ A full driving licence with use of one's own car is desirable, but not essential.
- ✓ High levels of professionalism, innovation, energy, creativity and flexibility.
- ✓ Willingness to support other team members during busy periods.
- ✓ Knowledge of dyslexia would be an advantage, but not essential as induction training will be given.

### APPLICATION PROCESS:

Candidates wishing to apply for this post should email a CV and covering letter to Mary Scully, Services Coordinator, Dyslexia Association of Ireland ([maryscully@dyslexia.ie](mailto:maryscully@dyslexia.ie)). **The covering letter should state why you think that you are suited to this particular role and highlight relevant experience and skills.**

### Key Dates:

- The deadline for applications is **5pm on Tuesday 7<sup>th</sup> February, 2023.**
- Interviews will be held with shortlisted candidates on February 16<sup>th</sup> or 17<sup>th</sup>, 2023.

**Address:** Dyslexia Association of Ireland, Office Suite, Block B,  
107-110 The Windmill, Windmill Lane, Dublin D02E170.

**Telephone:** 01 8776001                      **Website:** [www.dyslexia.ie](http://www.dyslexia.ie)

### Please note:

- DAI is an equal opportunity employer in line with the provisions of its Equality Policy.
- DAI will use the information in this application solely for the purposes of the recruitment process. It will be retained for a minimum of 12 months, stored and disposed of confidentially as per our Data Protection Policy & Procedures and in line with GDPR.