

Information & Helpline Manager - National Office, Temple Road, Blackrock, Co Dublin

The Alzheimer Society of Ireland works across the country in the heart of local communities providing dementia specific services and supports and advocating for the rights and needs of all people living with dementia and their Carers.

Our vision is an Ireland where no one goes through dementia alone and where policies and services respond appropriately to the person with dementia and their Carers, at the times they need support.

A national non-profit organisation, The Alzheimer Society of Ireland is person centered, rights-based and grassroots led with the voice of the person with dementia and their Carer at its core.

The ASI is currently recruiting for a Information & Helpline Manager, who will be based in The Alzheimer Society of Ireland, National Office, Temple Road, Blackrock, Co Dublin.

This is a permanent, full time contract working a hybrid model with a two days per week required in National Office, Temple Road, Blackrock, Co Dublin.

The Information & Helpline Manager must have in person attendance for scheduled meetings, training and work events as required. The Manager must also travel with the Mobile Information Service when it is planned and scheduled, for example to the Ploughing Championship.

To be successful in this role you will need good organisational and planning skills, be detail oriented and understand the need for confidentiality.

You will need good communication and organisational skills and be able to work on your own initiative as well as part of a team.

If you are interested in applying for this post, please submit a full and up-to-date CV and covering letter explaining why you feel you could undertake this role recruit@alzheimer.ie

Closing date for applications is the 9th of February 2024

The Alzheimer Society of Ireland is an Equal Opportunities Employer.