# Job Description
# Assistant Administrator with Réalta/Waterford Healing Arts: CE Scheme

Réalta is the national resource organisation dedicated to developing arts + health in Ireland, and is based at the Réalta Centre for Arts + Health, at University Hospital Waterford (UHW).

## The Role of Assistant Administrator

The Assistant Administrator assists with all administrative tasks to ensure the smooth running of the organisation and the delivery of the Waterford Healing Arts programmes at UHW and other healthcare settings.

Duties will include:

- Supporting the administration of the Art Collection
- Reception duties
- Photocopying, filing, and other general administration duties
- Managing room bookings for events, training, interviews etc
- Taking minutes at meetings
- Contributing to monthly team meetings
- Hospitality during workshops and other events
- Supporting other aspects of the organisation where needed
- Working in compliance with the Health + Safety and Infection Control standards of the HSE

**Working Hours & Location**

The Assistant Administrator has flexible hours (19.5hrs pw) and will work at the Réalta Centre for Arts + Health, University Hospital Waterford.

## About Réalta

As the national resource organisation for arts + health in Ireland, Réalta seeks to increase understanding and support for arts and health, and to embed the arts into healthcare provision in Ireland through training programmes; providing information, mentoring and advice; supporting networking, and engaging with the HSE and other policy makers. Réalta manages the **Waterford Healing Arts** programmes and the information hub **artsandhealth.ie** and is core funded by the Arts Council and the HSE. Réalta is an independent, registered charity, in operation for over 30 years.

The **Waterford Healing Arts** programmes bring music, visual art, creative writing and storytelling to patients at University Hospital Waterford (UHW) and other healthcare settings to lift spirits and to improve the quality of life of patients and their families who are going through the difficult experience of illness. Through our programmes we work with patients of all ages, and with various different conditions. We see the positive impact of our work every day, so it is very rewarding to work in this organisation.

## Community Employment Scheme Criteria

Eligibility to participate in the Community Employment (CE) Scheme is generally linked to those who are in receipt of a qualifying social welfare payment for 1 year or more. Your eligibility will have to be verified by the Department of Social Protection.