

## **Administrative Assistant (HP) - WPP2 work placement programme - FAS**

### **Overview:**

The Irish Heart Foundation is the national charity fighting stroke and heart disease, funded up to 90 per cent by public and corporate donations.

### **Our Vision**

Our vision is that every person living in Ireland will live a long, active and healthy life free from heart, stroke and blood vessel disease.

### **Our Mission**

Our mission is to lead in improving the cardiovascular health of people living in Ireland so they do not experience disability or die from preventable heart, stroke and other blood vessel diseases.

**This role** offers an excellent insight and learning into the area of Health Promotion

**Title:** Administrative assistant - Health Promotion Department

**Reporting to:** Health Promotion Manager

**Department:** Health Promotion

### **Key Requirements:**

- Proven interest in Health Promotion.
- Excellent communication and interpersonal skills.
- Excellent administration and computer skills

### **Main Function**

- Assisting with the development and maintenance of Health Promotion Programmes
- Updating of Health Promotion webpages
- maintain and update the internal database
- administration duties

To support a broad base of skills and exposure the successful candidate may also have the opportunity to work between departments at the Irish Heart Foundation.

Please be aware that this is an unpaid work placement though FAS.

To apply please go to the FAS website [www.fas.ie](http://www.fas.ie) or contact Valerie Ferguson on [vferguson@irishheart.ie](mailto:vferguson@irishheart.ie)