Job Title:	Office 365 Solutions Support and Trainer
Reports to:	Service Manager
Purpose:	To support the role out of Office 365 systems within the Organisation
Contact Email:	anncolgan@hotmail.com

Whilst it would be desirable for the applicant to be able to demonstrate aptitude for technical work, the successful applicant will be trained in Office 365 systems prior to rolling out the system within the organisation. Training and mentoring will be given throughout the placement.

Role Responsibilities: (Include, but not limited to)

1. To participate in in-house training prior to the roll out of Office 365 Systems.

2. To support staff in the role of Office 365 Systems.

3. To engage with and build trusting relationships with all service users, treating all with dignity and respect at all times in order to promote and motivate clients towards full recovery, while working within Coolmine code of ethics as well as the overall values of Coolmine.

4. To perform as a full team member supporting colleagues, participating in effective team meetings, identifying training needs, supervision and performance appraisal.

5. To respond positively and be open to reasonable requests from service manager in order to ensure effective working relationships.

6. To work as part of a team with regular and consistent communication, participating actively in all CE meetings and supporting the ethos, philosophy and

methodology of the therapeutic community model; reporting to your line manger for individual support, supervision, training reviews and working with the parameters of the Coolmine Human Resources, Health & Safety and Operational policies and procedures.

7. To be actively engaged in continues personal development and training for the benefit of service management and organisation.

8. To attend all in-house training that is made available to you.

Application Process:

Interested candidates who meet the Person Specification requirements should send their CV & cover letter to anncolgan@hotmail.com