

Martin Conlan - ICT Support

The following information describes some of my duties:

- I Work with Links CVS staff & organisations/groups on several funded projects which involves using Microsoft office software applications eg word, excel. Using these software applications helps me to produce reports, graphs, presentations & regular statistics regarding Links CVS services and projects.

- I Work with a CIVICRM system (Customer Relationship Management)
This involves data entry, updating and maintaining a large database of organisations/group records. The records can be used to produce public lists of contacts details which can be given to other organisations & agencies. More detailed lists about the organisation/group are created within Microsoft Access. The CIVICRM system also allows me to create event material, online booking forms & questionnaires/surveys.

- Update and design information on Links CVS website.

- Compile electronic bulletin's from articles produced by other staff and outside sources.

- Sort ICT hardware & software technical problems

- I support staff team in organising events in the following ways:
 - Publicity
 - Taking bookings
 - Paper work
 - Presentations
 - Evaluations