



Administration and Audit

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Administrative Report

Underpinning any building are strong foundations and the foundations on which any organisation is built are effective and professional administration. The Administration Team at One in Four are responsible for the physical structure where the services are delivered and the office building within which the service makes its home. Great effort has gone into the creation and to the care of this physical space. Care and thought continue to go into its development; it is a space to be proud of.

Environment is at the heart of the work of One in Four. Every room, every landing within the building must welcome and hold the women and men who access services. The space must be safe, comfortable and welcoming, yet practical and purposeful. It is a space that must both be cherishing and that is also cherished, a space that, appropriately and professionally, is nurturing.

Effective professional administration and financial procedures are equally strong foundations necessary for the professional development and delivery of One in Four's client services. One in Four sees this aspect of the organisation as a core service. It is an integral service to the support programmes within One in Four and also a service that the organisation has a duty and responsibility to deliver to the public. It is the public who support the service, through grant aid from public funds, private and public donations and contributions towards the cost of the service.



This annual report documents the beginnings of this organisation. It documents a period of arrival, establishment and significant growth. It has been crucial that the structures and administration of the service be robust and dynamic. Given both the nature of the work and the speed of development, One in Four has needed to put in place policies, procedures, codes of conduct and financial control that many organisations are able to put in place over a more reasonable time frame.

The major pieces of work undertaken by the administration team in this period have included:

- securing, refurbishment and equipping of premises,
- working to provide disabled access,
- recruitment and induction of sixteen staff,
- proper and appropriate management and recording of resources,
- day to day administration of the service.

Future annual reports will allow us to illustrate development and growth in comparative terms. This first annual report is an opportunity for One in Four to demonstrate our commitment to transparent, proper and professional best practice in all aspects of our work. To this end we have adopted the practice of publishing in full each year the Independent Auditors Report into the financial dealings and practices of One in Four Ireland Ltd.

Deirdre Carney
Office Manager

The staffing levels for 2003 include the following personnel

Staff Positions 2003	Number of people fulfilling that role
Director	(1)
Clinical Director	(1)
Advocacy Co-ordinator	(1)
Psychotherapists	(8)
Office Manager	(1)
Receptionsist	(2)
PA to Director	(1)
Information Officer	(1)

Board of Directors: Pat Jackman and Marie Collins