



## **Job Advert: Events and Volunteer Officer (Cork)** **(Open to Public Competition)**

Family Carers Ireland (FCI) is *the* national charity supporting family carers across the country who dedicate their lives to caring for loved ones such as children or adults with physical or intellectual disabilities, frail older people, those with palliative care needs or those living with chronic illnesses or addiction. We provide a range of supports and services for family carers nationally from our local support centres.

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Family Carers Ireland (FCI) is currently recruiting an **Events and Volunteer Officer** reporting to our National Fundraising Manager. The **Events and Volunteer Officer** will focus on the management of our charity partner's volunteer programmes as well as the planning, coordination and execution of the Communications and Policy department's national fundraising campaigns and special events. This role is responsible for all aspects of our charity partners' volunteer programmes including the requirement to promote, develop and raise awareness of the role of the charity partner volunteer within FCI.

The **Events and Volunteer Officer** will also work alongside the Communications and Policy team and Carer Supports team to deliver volunteer and fundraising goals as set out in the Fundraising Strategy.

**Role Criteria:** The successful candidate should possess the following criteria.

- Educated to Degree level and minimum of 3 years working in non-profit/charitable organisations
- Experience of working in. Volunteer Management.
- Event management experience.
- Personal experience in volunteering.
- Background in DIY type projects.
- Highly motivated self-starter with the initiative and drive to think creatively, identify volunteer opportunities and build strong relationships.
- Strong organisational skills and attention to detail, with the ability to manage multiple projects and demands simultaneously.
- Ability to work with staff at all levels of the organisation.
- Advanced knowledge of Microsoft Office 365 products such as SharePoint, Excel, PowerPoint. Strong experience in webinar and online conference platforms such as Zoom and MS Teams.
- Strong leadership skills including team building and influencing skills.
- Excellent interpersonal and general communication skills.
- Experience in recruiting through various channels.
- Experience in database management.
- Fluency in the English language.
- Full clean driving licence with ability to travel nationally as required.

**Terms & Conditions:** Three-year fixed term contract, full-time contract (37 hours per week; Monday – Friday) The successful candidate may work remotely from home, from a Family Carers Ireland centre or a hybrid model. Flexibility to travel to meetings as required is essential. The remuneration for this role includes an annual salary of €43,260 and access to a defined contribution pension scheme. The annual leave entitlement for this role is 26 days per year.

We recommend prospective candidates to contact us on the email address below for a copy of the full job description or details regarding the terms and conditions of the role if they wish.

**Application Process** - Applicants are invited to submit their up-to date CV and cover letter demonstrating how they meet the above criteria to [recruitment@familycarers.ie](mailto:recruitment@familycarers.ie) no later than **8<sup>th</sup> January 2025**.

*Family Carers Ireland is an Equal Opportunities Employer*