

## **Offaly Volunteer Centre: Events Coordinator (Part Time)** **(<https://www.activelink.ie/node/108768>)**



### **Events Coordinator**

**Job Title:** Events Coordinator

**Hours:** 20 hours per week/flexible

**Reporting to:** Offaly Volunteer Centre Manager

**Location of Post:** Offaly Volunteer Centre, Bury Quay, Tullamore, Co. Offaly R35Y5V0

### **Role Overview:**

The Events Coordinator will coordinate the delivery of once-off and annually scheduled community events to a high standard with the support of team members.

Stakeholder collaboration and strength in relationship building is central to this role.

### **Role:**

The Events Coordinator will join OVC's core team in organising activities.

The Events Coordinator will primarily be responsible for:

- Liaising with community groups that are planning once-off events and supporting the groups at the event by managing volunteers and ensuring the smooth rollout of activities.
- Conducting outreach meetings with community groups across Offaly and identifying ways in which volunteers can support those groups, especially at once-off events, seasonal events, or activities that span a few weeks.
- Identifying opportunities to host events to mark awareness days or national events (e.g., Culture Night);
- Identifying opportunities to include marginalised groups to engage in community development and volunteering;
- Supporting activities undertaken directly by Offaly Volunteer Centre throughout the year that promote or celebrate volunteering (e.g., National Volunteering Week, Offaly Volunteer Recognition Event, International Volunteer Day, Culture Night, etc.).

### **Purpose:**

This position will focus on generating a greater number of volunteer roles and opportunities in which people interested in volunteering can participate.

Furthermore, the Events Coordinator will further expand the reach of the Community Volunteers programme so that a wider cohort of volunteers and community groups avail of the programme during its pilot phase.

Additionally, the Events Coordinator will establish greater monitoring and control mechanisms to ensure the programme is rolled out professionally and in a controlled manner. They will also complete all standardised documents pertaining to the programme thoroughly and report the information to Volunteer Ireland and our funders in a timely manner.

**Please see Job Description attached below.**

## Submitting your application

CV and cover letter outlining your suitability for the position must be submitted by email [tdeirdre@volunteerOffaly.ie](mailto:tdeirdre@volunteerOffaly.ie) (<mailto:deirdre@volunteerOffaly.ie>) clearly referencing "Events Coordinator" in the subject line.

Applications submitted without a cover letter will **not** be considered.

Closing date and time for receipt of applications is **5 p.m., Thursday 27th June 2024.**

All queries relating to the post can be sent [tdeirdre@volunteerOffaly.ie](mailto:tdeirdre@volunteerOffaly.ie) (<mailto:deirdre@volunteerOffaly.ie>)

For further information on Offaly Volunteer Centre, visit <https://volunteerOffaly.ie> (<https://volunteerOffaly.ie>).

Funding for the Events Coordinator comes from the Department of Rural and Community Development. As the Community Volunteers programme is in its pilot phase, funding for this role is offered for a six-month fixed term contract.

**Late applications will not be considered.**

### Region

Tullamore, Co Offaly

### Date Entered/Updated

6th Jun, 2024

### Expiry Date

27th Jun, 2024

### Attachment

### Size

[OVC Events Coordinator Job Description.pdf](#) 193.42  
KB

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**Source URL:** <https://www.activelink.ie/vacancies/community/108768-offaly-volunteer-centre-events-coordinator-part-time>