

Pieta: Campaigns Project Executive **(<https://www.activelink.ie/node/110981>)**



Campaigns Project Executive

Pieta's vision is a world where suicide, self-harm, and stigma have been replaced by hope, self-care, and acceptance. Pieta provides a range of counselling services for people who are suicidal, engage in self-harm, or are bereaved by suicide. Pieta also operates a national 24-hour helpline (1800 247 247) and a dedicated office to provide education and training to our team. We are committed to delivering our services with care and professionalism and continue to strive to ensure that we provide the best service for our clients.

Location: Hybrid (Remote & Dublin administration office, Greenhills Road, Tallaght, Dublin 24 as agreed)

Position Type: Full-time permanent contract Monday - Friday 9am-5pm

Salary: €35,000 per annum

The Role:

A fantastic opportunity to join an inspiring organisation as part of one of Ireland's most vibrant and dynamic fundraising teams, this role will support the strategic Campaigns Project Team.

This team is the driving force behind Darkness Into Light, Pieta's flagship fundraising event, and the Campaigns Project Executive will take responsibility for several key tasks relating to the planning and administration of this and other fundraising events.

Aligning with the strategic fundraising goals of Pieta, the primary purpose of the post is to coordinate and manage the delivery of all campaign-related merchandise and to support the development and launch of the existing Darkness Into Light website annually and other campaign websites as required. This role will involve working closely with external suppliers and Pieta's own Campaigns, Marketing, Finance and Fundraising teams. The role will provide support to the Campaigns Project Team in the successful implementation of campaign websites, involving liaising with suppliers, designers and internal teams to deliver an excellent user experience, accurate back end reporting and salesforce integration. This role will also involve developing Pieta's online shop with new products, dealing with various merchandise options best suited to Pieta and managing the ordering and stock control of products through our Shopify account.

The role is critical in terms of Pieta's ability to deliver an outstanding supporter experience, and deepen engagement with all Pieta supporters taking part in fundraising campaigns. There may also be a requirement to undertake such other duties as might be reasonably assigned from time as required by the Campaigns Team to deliver successful fundraising campaigns for Pieta, e.g. providing project support to the Campaigns Team across all areas as required.

Responsibilities:

- Planning and coordination of event merchandise and logistics
- Account Management of Website - Liaising with website vendors to ensure best in class supporter experience, including website testing, feedback and uploading of images/content
- Engaging with cross functional internal teams, suppliers and volunteer committees to ensure smooth planning and logistical management for key events and campaigns with a specific focus on Darkness into Light
- Regular communication of information regarding costs, quality, schedules to the Campaign Manager and Assistant Manager and escalation of issues as required

Skills & Experience required:

- Min. two years experience in a relevant fundraising, administration or logistics role
- Experience implementing new processes to tight timelines and within agreed budgets
- Strong analytical skills, ability to spot trends and opportunities from data
- Strong IT system and MS Office skills, particularly in Excel
- Strong presentation skills and ability to communicate clearly to a range of stakeholders
- Experience in administration of website platforms
- Working on own initiative
- Excellent organisational and administration skills
- Full clean Irish driving license

Note: As Pieta is a national organisation, this role may require some travel, and unsociable hours (evenings and weekends) will be occasionally required.

Employee Benefits:

- Competitive salary and 24 days annual leave entitlement per year
- Access to training & development opportunities including annual CPD allowance
- Access to contributory pension scheme
- Life Assurance benefit
- Employee Assistance Programme
- Travel Pass/Bike to Work Scheme

Applications for the post should be made via email, attaching a cover letter (outlining your particular suitability for the role in under 300 words) with an updated Curriculum Vitae to recruitment@pieta.ie (<mailto:recruitment@pieta.ie>). The closing date for receipt of applications is 1st October 2024.

Only suitable candidates will be contacted to arrange interviews.

Pieta is an equal opportunities employer, meaning we do not discriminate based on age, race, colour, religion, ethnicity, national origin, sex, sexual orientation, or physical/mental disability. We are committed to a diverse and inclusive workplace for all. We offer additional support to those with additional requirements. Please let us know if you require support ahead of your interview.

Region

Hybrid / Dublin 24

Date Entered/Updated

18th Sep, 2024

Expiry Date

1st Oct, 2024

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