

## **Macra na Feirme: Events Co-Ordinator (Maternity Cover)** **(<https://www.activelink.ie/node/111760>)**



### **Events Co-Ordinator**

#### **Maternity Cover (Minimum 6 Months from 01 Jan 2025)**

**Reporting to:** Deputy CEO, Macra.

**Location:** Bluebell, Dublin 12. Hybrid working arrangements available.

**Travel:** Yes, travel necessary to regions.

**Start Date:** December 2024 or January 2025.

### **About Us**

Macra is a voluntary organisation representing a thriving community of more than 10,000 young people from rural Ireland. We advocate for, nurture and develop our members aged between 17 and 35 in a learning, fun, inclusive and supportive environment. Our programmes and activities encourage young people to play an active role in their local community, making rural Ireland an attractive place to live and work.

### **About the Role**

This is a key role in delivering on our membership experience promise. The role will especially lead out with our national and larger events but also will be about supporting, through the creation of standards and templates, both local and county-based activities building on best practices and smart decision making.

This role will interact with and represent all that is best about Macra both with members and other stakeholders. It will set the tone for and deliver content of excellence and distinction we strive to deliver in all we do. It will deliver a varied and diverse calendar of events that will be a significant point of retention for existing members as well as being a point of attraction for new members.

The stretch goal for this role is to organise unforgettable events that will ensure the entertainment of participants and facilitate the achievement of our core objectives around participation, collaboration and adding value to our brand as well as member connection with Macra.

A degree of flexibility will be required with this role as many events take place on weekends and evening times.

### **Job Specification/Description**

- Work cross functionally with all colleague teams including Communications, Membership, Policy, Training and Development Officers and Head Office colleagues.
- Develop a distinctively collaborative relationship with members and member representatives including our President, Vice Presidents, Board and Council.
- Focus will be on national level events and all our member benefits – the creation of best practice templates, process and procedures, and the support and skilling of local members and colleagues will be as resources allow.
- Working with colleagues, including the CEO, as well as volunteers and members to lead the event management

function for all key national events and conferences.

- Clearly and decisively understand practical and logistical requirements for each event by working with internal and external stakeholders to ensure common understanding and expectations.
- Lead, with support from colleagues and key volunteers, the delivery of Macra's key national events including the Rally, Young Farmer of the Year Awards, Leadership and Volunteer of the Year Awards, Officer Training, National AGM, etc.
- Again, working with colleagues and volunteers act as the key representative of the Macra organisation on other big festivals and events including their adherence to brand values, reputation management, ticketing processes, membership best practices and codes of conduct.
- Working with the CEO and other colleagues devise and implement a fundraising strategy and deliverables to develop further Macra's capability in this important funding area.
- Act as a key contributor and thought leader on Macra initiated funding application with a particular focus on identifying and delivery new funding streams.
- Work closely, productively and effectively with volunteer stakeholders including senior national officers.
- Act as Macra ambassador, along with senior colleagues including the CEO, with key sponsors and funders in advance of key events, as well as sponsorship reviews and 'lessons learnt' exercises to continuously improve future events.
- Consider and recommend new events and initiatives to drive the member-related reputation of Macra both locally and nationally.
- Devise and lead the implementation of a partnership licensing protocol for use of Macra's name and brand cache, including by internal volunteer stakeholder groups, ensuring fair return for the organisation and its wider strategic and development initiatives.
- Act as the key partner, with colleagues, for use of Macra's online ticket selling capability for all events and competitions.
- Creation of a Member/Volunteer 'Voice' process which creates a reactive as well as pre-meditated interaction and feedback mechanism from what is happening on the ground, i.e. things we could improve, areas of opportunity, ideas and suggestions, etc.
- Drive key membership and event communication collateral, including targeted campaigns, working closely with our social media Team.

## The Person Specification

- A positive and focused event coordinator, either in a dedicated role or as part of wider responsibilities, with a track record of organising excellent events. Passionate and knowledgeable
- about the importance of this role within a member led organisation.
- Exceptional communication and engagement skills with high levels of emotional intelligence as well as ability to negotiate, influence and achieve agreement with both internal and external stakeholders.
- Well organised, including multi-tasking, with clear and demonstrated attention to detail capability ensuring full and timely delivery on every aspect of an event, from choosing venues to evaluating success afterwards.
- Excellent problem-solving capability including working with complex agendas and variety of opinions from colleagues, members and others.
- Clear role model in terms of professional approach including interaction with sponsors, members, and vendors.
- Highly proficient in MS Office especially Word, Excel and PowerPoint. Ability to use other programmes in terms of scheduling, project management, content creation, etc.
- Ability to cope well under pressure including remaining calm and resolving any issues that may arise.

## Application Procedure

Applications are invited by email to the following address [ddillon@macra.ie](mailto:ddillon@macra.ie) (<mailto:ddillon@macra.ie>), please apply with a copy of your CV with a letter outlining your suitability for the position. The closing date for completed applications is 5 PM on Friday 15th of November 2024.

***Macra na Feirme is an Equal Opportunities Employer***

### **Region**

Dublin 12 / Hybrid

### **Date Entered/Updated**

24th Oct, 2024

### **Expiry Date**

15th Nov, 2024

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**Source URL:** <https://www.activelink.ie/vacancies/community/111760-macra-na-feirme-events-co-ordinator-maternity-cover>

