

# The Wheel: EU Communications & Events Officer (<https://www.activelink.ie/node/113211>)



## EU Communications & Events Officer

### 1. OVERVIEW

The Wheel is Ireland's national association of community and voluntary organisations, charities and social enterprises. We are a representative voice and a supportive resource that offers advice, training, influence and advocacy for the sector. Visit [www.wheel.ie](http://www.wheel.ie) (<http://www.wheel.ie>) for more information.

With over 2400 members, we are the largest representative body for the sector.

Our focus is to help make Ireland a more fair and just place for all by strengthening the capacity and capability of community and voluntary organisations, charities and social enterprises.

We are driven by our vision of a thriving community and voluntary sector at the heart of a fair, just and inclusive Ireland.

The breadth of our training offering, and the scale of our support services makes us a valuable and value-driven resource for small and large organisations operating as social enterprise, charities, community organisations or any combination of those three.

### 2. JOB DESCRIPTION

**Position:** EU Communications & Events Officer

**Based:** The Wheel office is based in Dublin 2. The Wheel is a hybrid, remote first, work environment, with a blend of remote and in-person work. This role requires frequent presence in Dublin for meetings and events.

**Reporting to:** European Programmes Manager

#### Overall Purpose:

The Wheel's European Programme aims to increase civil society's engagement with and access to European funding and to promote active European citizenship in Irish communities through our support service, [Access Europe](https://www.accesseurope.ie/) (<https://www.accesseurope.ie/>). Access Europe delivers a range of activities, including a helpdesk, partnership support, information, training and events.

We are recruiting a full-time EU Communications & Events Officer to support programme delivery. This new role will require a high level of self-motivation, an ability to build relationships and an enthusiasm to meet targets.

#### Main responsibilities and duties:

- Support the delivery of European Programme activities within The Wheel, aiming to increase sector organisations' understanding of opportunities available and specifically support building their capacity to secure EU funding.
- Lead on event logistics for the programme's 20+ events a year. This includes event promotion through The Wheel's network, writing copy for event listings and promotional emails, liaising with speakers and trainers, collating event content, managing registration, supporting attendees, and providing follow up information and materials.
- Manage the programme's social media channels and support a strategy for growing the online presence of Access Europe through regular and relevant posting and engagement
- Develop copy and support design and dissemination of programme newsletters and mass emails
- Research EU funding deadlines and other information for inclusion in our newsletters and other information sharing activities
- Support the maintenance of the programme's website, keeping it up to date with quality content.
- Track and measure progress against targets and report on this for funders and management as required
- Provide support to our [European Ambassador Schools Programme](https://youth.europarl.europa.eu/more-information/ambassador-school/about-epas.html#:~:text=The%20European%20Parliament%20Ambassador%20School,European%20Parliament%20and%20European%20values.) (<https://youth.europarl.europa.eu/more-information/ambassador-school/about-epas.html#:~:text=The%20European%20Parliament%20Ambassador%20School,European%20Parliament%20and%20European%20values.>) (which The Wheel coordinates in Ireland) by assisting the project lead with events, communications and evaluations
- Assist on other EU programmes as required, especially for events and communications.

#### Other

- Actively protect The Wheel's integrity through honesty, sincerity and service to its members whilst promoting nationally the benefits of association with The Wheel.
- Participate in relevant cross-organisation teams

- Undertake any other duties as may reasonably be assigned by the European Programmes Manager

### 3. PERSON SPECIFICATION

#### Essential criteria

- At least two years' experience managing events and/or communications
- Experience of running social media accounts and creating successfully engaging content
- Excellent research skills and attention to detail
- Strong written and verbal communication skills and confidence to address a group
- Ability to build sustainable relationships with key individuals inside and outside of the organisation
- Highly motivated and enthusiastic team player, happy to share learning and collaborate while also able to work on own initiative.

#### Desirable criteria

- Experience managing EU funded projects
- Knowledge of the non-profit sector in Ireland
- Previous experience supporting organisation(s) access EU funding
- Previous experience of liaising with national contact points, technical assistance leads, programme managers and project officers at national and EU level in order to gain programme insights
- Experience of using website updating software, bulk email, CRM (Salesforce) and social media platforms

#### Behavioural Competency Framework:

The Wheel uses a Behavioural Competency Framework as a key cornerstone of its performance management processes. The priority behavioural competences identified for this role are:

##### Collaborative Working:

Co-operates with others and participates outside of own work area, seeks to understand fully the work of the organisation, willingly offers support where needed. Creates a friendly work environment where any conflicts can be resolved amicably.

##### Open Communications:

Listens attentively, speaks clearly and to the point, and responds positively to questions. Uses relevant building/linking to improve on what has been said.

##### Quality:

Pays attention to detail to produce high quality work; Is concerned with good outputs and thinks ahead to consider what is needed. Sets quality targets and aims to reach them; drives commitment to high quality work and ensures this through quality review processes.

##### Adaptability:

Understands, accepts and adapts to change quickly, finding new ways of working while continuing to be productive and effective; Responds with enthusiasm & communicates clearly.

Successfully shortlisted applicants will be provided with the Behavioural Competency Framework prior to interview. This will form the basis of the interview.

### 4. TERMS AND CONDITIONS

In accordance with the terms of the funding for these roles from the contracting authority this contract will be offered for one year with the option to extend for a further two years

The annual gross salary for this role is between €33,880 and €36,000, depending on the knowledge and experience of the person who occupies it, and will be decided accordingly. This contract is for a 36-hour week and salary is payable monthly in arrears.

The Wheel has a salary-band framework and a detailed Remuneration Policy and every employee will be provided with a 'Total Rewards Statement' that outlines all of their benefits.

Other benefits include:

- A 6% employers contribution to a company contributory pension scheme (subject to a 4% employee contribution)
- Annual Leave of 21 days
- Closure of the office on Good Friday, Christmas Eve and the entire Christmas / New Year period which comes additional to annual leave entitlement
- Death in Service benefit of four times salary
- The Wheel's Time Off in Lieu (TOIL) policy applies to this position.
- Further Education / Training investment programme
- Travel (bike-to-work schemes/tax saver commuter tickets)

A complete list of all the terms and conditions will be made available to the candidate offered the role through The Wheel's Staff Handbook.

**[Please click here for further information and application details. \(https://the-wheel.homerun.co/eu-communications-events-officer/en\)](https://the-wheel.homerun.co/eu-communications-events-officer/en)**

The Wheel is an equal opportunities employer.

**Region**

Dublin 2 / Hybrid

**Date Entered/Updated**

17th Jan, 2025

**Expiry Date**

7th Feb, 2025

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