

Irish Red Cross: Procurement, Logistical and Events Specialist **(<https://www.activelink.ie/node/114702>)**



Crois Dhearg na hÉireann
Irish Red Cross

JOB DETAILS

Title: Procurement, Logistical and Events Specialist

Duration: Short term contract April 2025-July 2025

Salary: €50,000 Full time equivalent annual. Open to part time

Reporting to: Health and Wellbeing Manager

BACKGROUND INFORMATION

The Irish Red Cross Society (IRC) is part of the world's largest independent humanitarian network, the International Red Cross and Red Crescent Movement. The IRC is committed to and bound by, its Fundamental Principles of Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality. The vision of the Irish Red Cross is to be a leading humanitarian organisation, providing impartial services and support to vulnerable communities both at home and abroad. Our mission is to identify and deliver humanitarian assistance to those who are most in need.

SUMMARY OF ROLE

Supported with funds from EU4Health, the Procurement, Logistical and Events Specialist will play a key role in supporting the team with procurement and ensuring a reliable and cost-effective supply of services essential for seamless operations ensuring alignment with funder guidelines.

ROLE RESPONSIBILITIES

- Support the mental health team with logistical supports as they emerge.
- Identify internal and external stakeholder business needs, provide solutions and minimise risks.
- Support with the procurement of services ensuring alignment with funder guidelines
- Implement and monitor compliance protocols
- General administration of all related processes, e.g. purchase orders, purchase orders, checking order confirmations, receipting, invoicing, using organisational financial system
- Deliver regular updates on project progress, challenges, and achievements
- Maintain accurate project documentation and records: Implement efficient documentation systems and ensure data integrity
- Work with team to ensure expenditure is being monitored, and resource allocation clear and on track
- Work actively towards the achievement of the Irish Red Cross goals.
- Undertake training and development as required
- Abide by and uphold the Principles of the International Red Cross Red Crescent Movement.
- Undertake any other reasonable work-related duties and responsibilities assigned by the relevant line manager that are consistent with the nature of the job and level of responsibility.

ROLE REQUIREMENTS

Essential Criteria

- Experience with public procurement

- Strong capability to analysis, trouble shoot, resolve
- Must possess excellent planning, scheduling, negotiating and organisational skills.
- Great attention to detail and high levels of accuracy.
- Develop reports suitable for different audiences at various levels and functions.
- Minimum of 3 years' experience required in an event management / purchasing role.
- A recognised qualification in a related discipline.
- Ability to work both independently and collaboratively within a dynamic multidisciplinary team

Desirable Criteria

- Experience in coordinating EU-funded projects, particularly EU4Health initiatives
- Personal Attributes: Cultural sensitivity and experience working in diverse, multicultural environments
- Familiarity with a purchasing system (eg iPlicit)
- Commitment to the IRC's social mission and values, with a solution-oriented approach.
- Valid driving license and access to own transport

FURTHER INFORMATION

The Irish Red Cross offers the following benefits in addition to salary

- Closure of the office on Good Friday, plus two additional 'privilege days' to be used at Easter and Christmas respectively.
- Death in Service benefit of four times salary
- Flexible working hours, including opportunities for hybrid working.
- Further education, training and learning supports

The Irish Red Cross is an equal opportunities employer. We value diversity and aspire to reflect this in our workforce. We welcome applications for people from all sections of the community, irrespective of gender, civil status, family status, sexual orientation, religion, age, disability, race or membership of the Traveller community. **This role requires applicants to have the right to work in Ireland.**

This role is supported with funding by the European Union. The EU4Health is a funding program initiated by the [European Union \(EU\)](https://en.wikipedia.org/wiki/European_Union) (https://en.wikipedia.org/wiki/European_Union) to strengthen healthcare systems across Europe and improve the overall health and well-being of EU citizens.



APPLICATION PROCESS

To apply for this role, please forward a copy of your CV, together with a cover letter setting out how you meet the essential and desirable criteria for this role to:

jobs@redcross.ie (<mailto:jobs@redcross.ie>)

Your email should contain Procurement, Logistical and Events Specialist in the subject line. Applications should be in .pdf or MS Word format, and with file names in the following format: **<Surname>, <First name> - CV and <Surname>, <First name> - Cover Letter**

The closing date for applications is April 4th 2025.

Shortlisting for interview will be on the basis of the essential and desirable criteria for this role. Please note that there may be a second round of interviews.

Region

Dublin

Date Entered/Updated

27th Mar, 2025

Expiry Date
4th Apr, 2025

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