

Cultural Events Co-ordinator (Traveller Pride Week) **(<https://www.activelink.ie/node/115034>)**

Co-ordinator for Cultural Events including Traveller Pride Week

Department: Traveller Pride Week

Host Organisation: Involve, Monksland, Athlone

Job Summary:

We are seeking a dynamic and organised Co-ordinator for Cultural Events, with a key focus on Traveller Pride Week. This national role involves leading and coordinating Traveller Pride Week activities, while also supporting local organisations to deliver meaningful cultural events both during the week itself and throughout the year.

The successful candidate will play a central role in managing the distribution of Traveller Pride Week funding to ensure it is allocated in a fair, transparent, and efficient manner. They will also work closely with local groups to provide support, guidance, and resources, helping to strengthen community engagement and participation.

An important part of the role includes promoting cultural understanding by delivering and supporting Traveller Culture and Identity training tailored to various audiences.

This position directly supports Theme 8: Culture, Heritage and Identity of the National Traveller and Roma Inclusion Strategy II (NTRIS II) by contributing to sustainable and visible recognition of Traveller culture, heritage, and tradition. It also addresses Action 64 of the NTRIS II Action Plan concerning the national coordination of Traveller Pride Week.

Key Responsibilities:

Funding Management:

- Oversee the national funding call-out process, ensuring timely and effective communication of funding opportunities.
- Review, verify, and support the submission of complete and accurate funding applications from local organisations.

Event Coordination:

- Collaborate with stakeholders to plan and execute the annual Traveller Pride Week launch event.

Communication & Stakeholder Engagement:

- Maintain ongoing, year-round communication with all stakeholders regarding Traveller Pride Week initiatives.
- Convene regular planning meetings with the Traveller Pride Week committee to keep all parties updated.

Cultural Training Facilitation:

- Engage with organisations, particularly those not primarily focused on Traveller support, to deliver comprehensive Traveller Culture and Identity training.

Quality Assurance & Reporting:

- Ensure that all funding distributions comply with departmental requirements and maintain proper documentation, including invoices and receipts.

Required Qualifications & Experience:

- Bachelor's degree in Business, Public Administration, Communications, or a related field, or relevant experience.
- A minimum of 3 years' experience in project or programme management, preferably in a funding or community engagement context.
- Demonstrated experience in stakeholder engagement and event coordination.

Skills and Competencies:

- Excellent organisational and time-management skills.
- Strong written and verbal communication skills.
- Proven ability to work independently and collaboratively.
- Proficiency in standard office software and data management systems.
- A solid understanding of funding processes and compliance requirements.

Additional Attributes:

- High cultural competency, with a particular awareness of Traveller issues and cultural identity.
- Detail-oriented with a strong commitment to transparency and accountability.
- Proactive in engaging diverse stakeholders and fostering collaborative relationships.

Reporting Structure:

- This role will report directly to the Line Management
- The Coordinator will work closely with the Traveller Pride Week committee and local organisations to ensure a coordinated approach to programme management.

Terms of Employment:

- 28 Hours Per Week, 18 Month Pilot Contract
- €30,000 pro rata

Application Deadline

18 April 2025. Applications by CV and Cover Letter to hr@involve.ie (<mailto:hr@involve.ie>)

Region

Athlone, Co Roscommon

Date Entered/Updated

11th Apr, 2025

Expiry Date

18th Apr, 2025

Source URL: <https://www.activelink.ie/vacancies/community/115034-cultural-events-co-ordinator-traveller-pride-week>