



Offaly Volunteer Centre

Ionad d'Obair Dheonach Uíbh Fhailí

Events Coordinator Job Description

Job Title:

Events Coordinator

Hours:

20 hours per week/flexible

Reporting to:

Offaly Volunteer Centre Manager

Location of Post:

Offaly Volunteer Centre, Bury Quay, Tullamore, Co. Offaly R35Y5V0

Role Overview:

The Events Coordinator will coordinate the delivery of once-off and annually scheduled community events to a high standard with the support of team members.

Stakeholder collaboration and strength in relationship building is central to this role.

Role:

The Events Coordinator will join OVC's core team in organising activities.

The Events Coordinator will primarily be responsible for:

- Liaising with community groups that are planning once-off events and supporting the groups at the event by managing volunteers and ensuring the smooth rollout of activities.
- Conducting outreach meetings with community groups across Offaly and identifying ways in which volunteers can support those groups, especially at once-off events, seasonal events, or activities that span a few weeks.
- Identifying opportunities to host events to mark awareness days or national events (e.g., Culture Night);
- Identifying opportunities to include marginalised groups to engage in community development and volunteering;
- Supporting activities undertaken directly by Offaly Volunteer Centre throughout the year that promote or celebrate volunteering (e.g., National Volunteering Week, Offaly Volunteer Recognition Event, International Volunteer Day, Culture Night, etc.).

Purpose:

This position will focus on generating a greater number of volunteer roles and opportunities in which people interested in volunteering can participate.

Furthermore, the Events Coordinator will further expand the reach of the Community Volunteers programme so that a wider cohort of volunteers and community groups avail of the programme during its pilot phase.

Additionally, the Events Coordinator will establish greater monitoring and control mechanisms to ensure the programme is rolled out professionally and in a controlled manner. They will also complete all standardised documents pertaining to the programme thoroughly and report the information to Volunteer Ireland and our funders in a timely manner.

Key Areas of Work

There are several key areas of work that are focal points for this role. They include:

Development of Volunteering Activities

- To identify meaningful volunteer opportunities by closely working with community groups and fostering a professional yet supportive relationship with them.
- To recruit, train and manage volunteers for events and festivals as part of the Offaly Community Volunteers programme;
- To encourage people in County Offaly to register and volunteer for volunteer opportunities on I-VOL;
- To track communication with community groups and volunteers using I-VOL, the national volunteering database. (I-VOL/Salesforce software training will be provided.)
- To utilise systems for evaluating the volunteer's experience and the community group's satisfaction with OVC's supports.
- To support the Manager in providing direct information about volunteering to schools, youth clubs, and other community centres/spaces;
- To work with the Volunteer Engagement Officer in tracking volunteer registrations, interest, logging hours, and running reports.

Organisational Support

- To communicate respectfully, honestly, and effectively with Offaly Volunteer Centre staff and other stakeholders.
- To work with existing internal systems and procedures to enhance the efficacy of the team.
- To guide and support volunteer involving organisations to assess their volunteer needs and volunteer roles and assist with their development.
- To contribute to the development and delivery of volunteer training programmes to local organisations, especially in relation to the Community Volunteers Programme.
- To project manage assigned events and ensure that:
 - all necessary agreements (statement of works, service level agreements, volunteer role descriptions, etc.) are in place before the event takes place;
 - OVC team are kept abreast of developments through progress reports and updates at team meetings;
 - statistics are logged against key performance indicators.

- monitoring and evaluation systematically take place;
- appropriate IT systems are updated promptly.
- feedback is gathered and fed back into existing systems to enhance performance.

Promotion of Volunteering and Offaly Volunteer Centre (OVC)

- To represent OVC in community events and meetings relevant to the sector.
- To assist in the promotion of volunteering across the community by contributing content to the OVC website, social media accounts, contributing to newsletters, speaking on the radio or at events, etc., as directed by the Manager.
- To deliver Community Volunteer training to registered volunteers.
- To assist the Manager in the organisation and implementation of public relations campaigns including volunteer events and initiatives.

Other Duties

- To liaise with other volunteer centres on the Community Volunteers Programme and other network events.
- To assist the Manager in ensuring Volunteer Centre Quality Standards are adhered to.
- To assist the Manager and the Board of Directors to develop action plans to successfully carry out the OVC's Strategic Plans.
- To gather metrics and track the efficacy of OVC's work by compiling data for the Board Report, Annual Report, and other monitoring and evaluation tools.
- To provide an effective and efficient service to volunteers, organisations, and the community at large, to support the aims and objectives of Offaly Volunteer Centre in line with its work plan, policies, and ethos.
- To carry out such other duties which do not change the nature of the post, as may be determined by the Offaly Volunteer Centre Manager/Board of Directors.

Person Specification

Essential criteria

- Appropriate 3rd level qualification **or** extensive relevant community and voluntary sector experience.
- Ideally a minimum of 2 years in a similar role;
- Event management and/or project management experience.
- Full driving licence and use of own car.

Essential Skills

- Strong IT literacy skills, including either proficiency in Salesforce, Asana, SharePoint (or a willingness to learn how to use these software packages);
- Ability to handle and track a large volume of data and to see activities through from start to finish by acting in an accurate and methodical manner.
- Ability to network effectively with a variety of people and organisations.
- Strong writing skills for writing press releases, reports or documentation.
- Strong interpersonal skills with specific emphasis on relationship building.
- Ability to prioritise and organise in a busy workplace environment.
- Excellent communications skills, both written and verbal.
- Facilitation skills and training experience.
- Ability to work on own initiative.
- Ability to work as an active team member.

Desirable criteria

- Knowledge of the Community Volunteers programme.
- Experience of the community and voluntary sector including issues relating to volunteering in Ireland;
- Commitment to the development of volunteering in County Offaly;
- Experience of volunteering.
- Experience of public relations planning and delivery.
- Experience of websites and social media.
- Familiarity with Garda Vetting.

Personal Qualities

- Willingness to work alongside volunteers and to embrace diversity in all its forms.
- Friendliness and approachability.
- Flexibility with a willingness to travel and work outside normal office hours.
- Enthusiasm, professionalism and drive.
- Tolerance and appreciation of the value of others.
- Appreciation of the value of community development.

Hours of Work

This role has been developed to support the aims and objectives of the Community Volunteers Programme, which is being piloted by volunteer centres across Ireland. The success of this pilot programme, which is responsible for supporting communities in rolling out local events, will be assessed in 2024.

- 20 hours per week
- Out of office hours and weekend work as required by:
 - the needs of community groups,
 - opportunities arising to support volunteers and the community
 - opportunities to promote OVC
- Four-month Fixed Term Contract to be issued from date of commencement.

Annual Leave

- Total of 25 days (pro rata)
- Some annual leave to be reserved for shutdown during Christmas season as decided by the Board of Directors.

Salary

Salary will be based on the experience and qualifications of the successful candidate.

Probation

One month Probationary period applies.

Submitting your application

CV and cover letter outlining your suitability for the position must be submitted by email to deirdre@volunteeroffaly.ie clearly referencing "Events Coordinator" in the subject line.

Applications submitted without a cover letter will **not** be considered.

Closing date and time for receipt of applications is 1 **p.m.**, December 19th, 2025.

All queries relating to the post can be sent to deirdre@volunteeroffaly.ie

For further information on Offaly Volunteer Centre, visit <https://volunteeroffaly.ie>.

Funding for the Events Coordinator comes from the Department of Rural and Community Development and the Gaeltacht. As the Community Volunteers programme is in its pilot phase, funding for this role is offered for a six-month fixed term contract.

Late applications will not be considered.