



## ***ST. FRANCIS HOSPICE DUBLIN***

**(UNDER THE CARE OF THE DAUGHTERS OF CHARITY)**

St. Francis Hospice Dublin provides a comprehensive range of palliative care services for patients and their families living in North Dublin City and County.

This is an exciting opportunity to join a dynamic, innovative organisation that is committed to the delivery of first class services to patients with life-limiting conditions and their families.

We are now seeking to fill the following post:

### **Events Co-Ordinator- Fundraising**

**Grade V**

**Fixed Term Contract – 2 years**

**35 hours per week**

**Blanchardstown - Raheny**

The Events Co-ordinator is a key position within the fundraising team. They will work alongside the Community Events Co-Ordinator to ensure that fundraising activity is implemented and facilitate the development of volunteer/supporter networks and community groups across the local area.

Specifically the Events Co-ordinator will be responsible for the management of the Annual Car Draw with the objective of raising capital and revenue funding for St. Francis Hospice in North Dublin city and county.

#### **Essential Requirements:**

- Candidate must be educated to third level standard; ideally having post graduate qualifications in the area of fundraising, event management or marketing
- Experience in fundraising / event management or similar at a senior level.
- Excellent computer skills particularly Microsoft Word / Excel and database experience.
- High level of English language and numeracy skills.
- Excellent interpersonal skills and proven written and verbal communication abilities.
- Excellent organisational and administrative skills with the ability work under pressure and to deadlines.
- A flexible and enthusiastic approach to work with a real determination to succeed. There will be a need to work flexibly in this post to accommodate evening and weekend work.
- The ability to work on own initiative, prioritise and manage a number of issues simultaneously and demonstrate attention to detail.
- The ability to work as part of a team, which includes staff and volunteers.
- Have the ability to identify potential difficulties and formulate solutions.
- Full driving license

#### **Desirable Requirements**

- Social media course or equivalent
- Strong familiarity with all social media platforms and implementation of same throughout campaigns.

**Informal inquiries to: Dee Kinane, Head of Fundraising at [dkinane@sfh.ie](mailto:dkinane@sfh.ie)**

Application form and job description can be downloaded from the Career page on our website

<https://www.sfh.ie/career-opportunities> or can be requested from [recruitment@sfh.ie](mailto:recruitment@sfh.ie)

**Candidates should complete the application form and email it along with a letter of application and a copy of their Curriculum Vitae to [recruitment@sfh.ie](mailto:recruitment@sfh.ie)**

***Closing date for all applications is 29<sup>th</sup> April 2024***

***Shortlisted candidates will be interviewed on 9<sup>th</sup> May 2024***

Visit our website at [www.sfh.ie](http://www.sfh.ie).

St. Francis Hospice Dublin is an equal opportunities employer