



Westbourne, Ashbourne Avenue, South Circular Road, Limerick.

Tel: 061 224627 Mobile: 0879851733 Email: info@childrensgriefcentre.ie Web: www.childrensgriefcentre.ie

IMPORTANT UPDATE: Due to an I.T. issue the closing date for this application has been extended to the 7th of June 2021. Please ensure all applications are emailed to info@childrensgriefcentre.ie

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| Title: | Fundraising & Communications Officer |
| Employer: | Children's Grief Centre (CGC) |
| Reports to: | CEO |
| Salary: | €20 per hour |
| Working Hours: | 21 hours per week: 9.30am to 5.00pm Wednesday, Thursday, Friday |
| Duration: | Permanent |
| Location | Children's Grief Centre, Westbourne, Ashbourne Av, South Circular Rd, Limerick. |

Background Information

Children's Grief Centre provides a free one to one support for school aged children and young people affected by loss through death, separation, or divorce. We offer a safe and supportive place for children, young people and their families who are grieving. Children are given the opportunity to look at feelings associated with loss and learn that they are not alone. We aim to help children overcome obstacles that prevent them from leading full lives. Children's Grief Centre is funded by a combination of donations from individuals, businesses, trust funds/charitable foundations and publicly funded bodies.

Role of the Fundraising and Communications officer

The Fundraising & Communications Officer will be an integral part of the CGC team, reporting to the CEO. They will be responsible for developing and implementing communications and fundraising strategies to support our mission and the objectives outlined in our Strategic Plan. They will work to manage existing fundraising channels, develop new income streams and increase public awareness and engagement. They will plan and coordinate fundraising events and represent the CGC at such events. The role will suit a creative, passionate, strategic thinker with experience of the non-profit sector, excellent communication skills and the ability to build successful lasting relationships.

The specific responsibilities of the Fundraising & Communications Officer include the following:

Fundraising



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- Work with the CEO to prepare and implement a Fundraising Plan.
- Manage day-to-day fundraising activities including identifying and pursuing opportunities in the corporate, philanthropic, and State sectors.
- Bring a creative approach to identifying, developing, and delivering funding opportunities.
- Cultivate relationships and network with new and existing charity and pro bono partners.
- Ensure coherence between the operation of the Fundraising and Communications Plans.
- Prepare the highest quality grant and funding applications and manage application processes.
- Lead on grant reporting to ensure reports are timely, high quality and comply with all requirements.
- Ensure that all fundraising is properly managed and controlled and complies with legal requirements including GDPR and other legislation relevant to charities, and relevant fundraising guidelines.
- Manage fundraising platforms such as idonate, Paypal, GoFundMe.
- Develop and maintain structures to track fundraising activities, including timelines in relation to grant applications, project delivery and grant reporting, evaluation of fundraising activities, and recording of donor contracts and engagements.
- Coordinate and support our volunteer fundraising committee.
- Support the Administrator in maintaining financial records concerning fundraising in line with the Financial Policy and in tracking grant spending in line with the Charities SORP.

Communications

- Work with the CEO to prepare and implement a Communications Plan to support the delivery of the strategic objectives of CGC;
- Work with the CGC team on planning, design and distribution of promotional literature including use of design software i.e., Canva.
- Identify, develop, and secure opportunities to increase awareness of our work.
- Manage the CGC website (WordPress) and social media presence (Twitter, Facebook, Instagram);
- Plan and execute promotional events, such as fundraisers and launches and represent the Centre in a confident and professional manner at such events.
- Support on press matters such as drafting press releases and managing media enquiries.
- Develop appropriate measurement, tracking and reporting frameworks to gather relevant statistics and monitor the effectiveness of activities and implementation of the Communications Plan.
- Other tasks as directed by the CEO where required to support the running of CGC.

Requirements

Essential Requirements

- Experience in charity fundraising.
- Experience in communications, including social media and website management.
- Demonstrated excellence in communication with the power to persuade, motivate and inspire while



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delivering clear, concise messages.

- Excellent interpersonal skills and a capacity to be compassionate and respectful to our clients.
- Strong administrative and organisational skills, attention to detail and flexibility in working arrangements.
- Experience in relevant IT functions, e.g., Excel, Teams, PowerPoint, Canva.
- Enthusiasm and commitment to the mission of CGC.

Desirable Requirements

- Knowledge of charity law, GDPR, and relevant guidelines and codes of practice.

Terms and Conditions

The position of Fundraising & Communications Officer will be offered as a permanent contract with a six-month probationary period. The hourly rate for this position is €20 per hour, 21 hours per week. This is a part-time position based at Children's Grief Centre, Westbourne, Ashbourne Avenue, South Circular Road, Limerick, subject to remote working arrangements where required due to COVID-19 restrictions.

Application

To apply for this position please email a CV and cover letter outlining your relevant experience and suitability for the role, to the CEO Helen Culhane at info@childrensgriefcentre.ie .

Expended Closing date for applications is 5pm on Monday 7th June 2021.

CGC is an equal opportunities employer.