

Rialto Development Association

Events & Communications Officer for St. Andrew's Community Centre

Job Description

Job Title	Events & Communications Officer
Status	Part-time
Job Summary	Developing, planning and promoting awareness of St. Andrew's Community Centre through events and effective communication.
Reporting to	Centre Manager of St. Andrew's Community Centre
Term	This is a one-year contract, with option to renew, with continued funding from Pobal, and includes a six-month period of probation.
Hours of Work	18 hours per week
Location	This is an office-based position, based in St. Andrew's Community Centre
Salary	Pro-rata on a range of €32k - €36k per annum depending on qualifications and experience.

The Rialto Development Association (RDA) is a voluntary organisation which was established in the 1970s by local residents to develop targeted needs-led services for the local community. It has a particular emphasis on tackling disadvantage and promoting social inclusion and economic development.

The mission of the board of the RDA is “to develop St. Andrew's Community Centre as the community hub of choice and provide quality services and facilities to residents and community groups to flourish and build a sense of community through creativity, collaboration and integration”.

In 2022, the “Rialto Development Association Strategic Plan (2022-2026) was launched, which includes ambitious targets such as “Deliver an annual calendar of events to reach all communities in Rialto” and “increase awareness and influence of the RDA through effective communication”. The board is now seeking to recruit an Events and Communications officer, to lead on the delivery of this events and communications ambitions for the centre.

Job Specification

This position is a new and exciting opportunity to build on our community events programme and to develop a communications plan for the centre. We are looking for a dynamic, motivated, self-starter experience individual to lead the development of event planning and communications tasks.

The ideal candidate will have flexibility on how to spread the 18 hours over the week. There will be occasional requirements to perform duties outside of core work hours, depending on the nature of the project event.

Key Responsibilities

To develop and manage events and communications for the RDA and deliver on the RDA Strategic Objectives

- Deliver an annual calendar of events to reach all communities in Rialto
- Promote St. Andrew's facilities to all age profiles
- Monitor the footfall in St. Andrew's
- Have a suggestion box in St. Andrew's for the public to submit suggestions for events and/or room hire
- Monitor Website and Social Media traffic targeting year on year increases
- Segment digital reach by age profile
- Increase the number of staff who are social media trained and competent
- Design and disseminate an RDA newsletter in hard copy

Event Planning & Execution:

- Develop, plan, coordinate, and execute the RDA Community Events programme and assist with project events, including networking events, and fundraisers.
- Liaise with community partners, sponsors/funders, and stakeholders to enhance event impact.
- Ensure that events are inclusive, accessible, and tailored to meet the needs of the local community, including any necessary adjustments for different groups.
- Manage event logistics, including assisting with venue set up, sound and lighting technical requirements, budget management, catering, volunteers and ticketing.
- Develop event timelines and ensure all deadlines are met.
- Handle on-the-day event management, ensuring activities run according to schedule and addressing any issues as they arise.

Communications & Marketing:

- Create promotional materials (flyers, posters, digital content) to promote events and the work of St. Andrew's Community Centre. Ensure all promotion aligns with branding and messaging and reflects the mission and values of the organisation.
- Write and edit content for press releases, Mailchimp newsletters, social media, website updates, and marketing materials.
- Engage and maintain a strong presence on social media platforms to increase awareness of community events and to boost audience engagement.
- Collaborate with internal teams to ensure consistent branding and messaging.
- Assist with writing stories and updates that highlight the impact of the organisation's programmes and services on individuals and the local community.

Administrative and Reporting:

- Maintain accurate records and databases for event planning and communications activities.
- Gather participant feedback and measure the success of events to provide recommendations for future improvements.
- Provide post-event reports where required.
- Assist with the finance team in ensuring events are delivered within budget and invoices have been submitted.

Qualifications & Skills

- A relevant qualification in Communications/Public Relations/Marketing and/or Event Management or the Arts is desirable.
- Experience in event planning, communications, or marketing.
- Strong written and verbal communication skills.
- Proficiency in Microsoft Office Suite and use of social media platforms.
- Experience with design tools (Canva, Adobe Suite) and email marketing platforms is a plus.
- Experience with event management software (e.g., Eventbrite) is a plus.
- Ability to multitask, manage deadlines, and work independently and as part of a team.
- A flexible approach to the work environment of a community centre and passionate about community-building, inclusion and social impact.

Reporting Relationship

The appointee will report to the Centre Manager who reports to the Board of Directors of the Rialto Development Association.

Application

For enquiries regarding this post, please ring: 01 453 0744 or email centremanager@standrewsrialto.ie. Please send a cover letter together with a CV to: The Centre Manager, St. Andrew's Community Centre, 468 South Circular Road, Rialto, Dublin 8. Envelopes/emails should be marked: Application for Events & Communications Officer to arrive no later than 5pm on Friday 30th May. Interviews will be arranged as soon as possible thereafter. Applications without a cover letter will not be considered. Rialto Development Association is an equal opportunities employer.