

# Programme Coordinator - Job Description

**Role:** Narrative 4 Ireland is seeking to recruit a full-time, motivated, and detail-oriented **Programme Coordinator with a passion for youth development and engagement**. The Programme Coordinator will work closely with the Director and staff team to support the administration and delivery of youth-focused programmes and projects that empower young people, schools, and communities.

**Reporting to the Director**

## Key Tasks include:

Support the design, delivery, and administration of youth projects

Assist in delivering content for training modules to **teachers and youth workers** (on-site and online)

Organising the administration of the training courses

Booking trainers & trainees onto courses.

Answering queries from trainees

Keeping spreadsheets updated of trainees progress through training.

Updating organisations social media, designing graphics for social media.

Providing administrative assistance to the Director and other staff.

### About You:

1. Passionate about working with young people and supporting their wellbeing, creativity, and education.
2. Experience in youth work, community engagement, or education settings.
3. You are a quick learner
4. You are an empathetic and kind individual who wants to make a difference
5. You are reliable
6. A confident communicator who can build positive relationships with young people, schools, and community groups.
7. Flexible and adaptable, with the ability to work some evenings and weekends when youth projects require.

### Qualifications/ Education :

A Third Level Qualification and a  minimum of 3 years experience in youth work, community work, or programme coordination role.

### Hours:

Monday to Friday 9.30am to 5pm

Occasional work at weekends and evenings. Time off in lieu will be granted.

### Work location:

Engine Collaboration Centre, Cecil St, Limerick,  and occasionally in other locations.

Ability to work from home on agreed days.

### APPLY

Please email a short letter of application (1 to 2 pages) or a short video (3 minutes) outlining relevant skills and experience and why you want want to work for Narrative 4 together with your with CV (or LinkedIn link) to info@narrative4.ie  with the title ‘Programme Coordinator’. Closing date for applications 12th September 2025.

**Shortlisting of candidates will occur.**

**Contract:**  One year fixed term, renewed annually following review and 6 month probation period.

**Remuneration:**  €32,000 per annum

This role includes participation in Ireland’s upcoming auto-enrolment pension scheme (My Future Fund), in line with new government requirements.

**Annual Leave: 24 days a year**

Garda Vetting Required for Role.