



Job Specification: **Community & Events Fundraiser – Dublin**

Term: Fixed term

Working Week: Part time (full-time hours offered over the summer months and Christmas period). Flexible working hours around your classes.

Reporting Line: Community & Campaigns Fundraising Manager

Base: Dublin (Hybrid)

Start date: 10th September 2026

Core Purpose of the Role

Currently in college or university? Looking for a part-time job that will strengthen your skill set in events, marketing, fundraising, admin, and/or office related roles.

Are you someone bursting with energy, always wanting to go to the next event, plan another weekend away or host a fun event in your club/society? Someone always on the go, very sociable, organised, who loves to volunteer and get involved?

Do you love going to the best concerts in Ireland for free?

Then you are perfect for our part-time role: Community & Events Fundraiser for Childline

The successful candidate will be confident and capable of working on their own initiative and working towards set fundraising targets. They will be open to learning from their line manager and colleagues, take guidance proactively while ensuring all events are held to a high standard.

This role offers someone with a creative mind a fantastic opportunity to build events from the ground up, to work on tried and tested events and to look at innovative ways to fundraise within communities both in person and online.

This role is 20 hours a week, (one day in the office in Dun Laoghaire is required Tuesday or Wednesday). The remaining time you will be working remotely unless you have an event to

attend (most events occur in December, June, July and August but there will be approximately one to two events a month for you to attend outside of the above – events can be any day of the week). For your desk time, we can be flexible and work around your class schedule as long as it is between 9am and 6pm Monday to Friday. Over the summer months and Christmas period, we will offer full-time hours to help cover all events.

Role Specification

- From September to December you will work on our Christmas Fundraising activities. Booking in schools for their Holly selling event and organising the overall calendar for Holly in December. Coordinate with teachers and communicate well. During the month of December you will be working at the Holly events in Dublin City Centre guiding TY students.
- From March to May you will work on our Poncho campaign. You will recruit and coordinate volunteers for over 60 concerts where we will be selling ponchos. Communicate event logistics and procedures to volunteers.
- From June to August you will spend the majority of your time at concerts coordinating volunteers, selling ponchos, and looking after event logistics. Additional tasks around poncho season include: inventory distribution, site set up and tear down, timeline execution, volunteer training, performance optimisation, morale coaching, risk mitigation, crisis management, real time problem solving, crowd management, cash handling, CIT protocols, fundraising operations and revenue optimisation. You will attend approximately 20 outdoor concerts in venues such as Marlay Park, Trinity, Kilmainham, Malahide, EP, Fairview, Slane, St Annes, etc.
- All year round you will spend a lot of time managing the teams' administrative tasks. Following up with emails and phone calls, putting together fundraising packs and posting, adding contacts, organisations and income to our CRM system, updating excels, tracking income, sending thank you letters by email and post, supporting ad hoc fundraisers etc.
- All year round you will support all fundraising activity from colleges and promote/outreach to colleges and universities for funding and fundraisers (SU, RAG, clubs and societies).
- Basic design skills would be a desirable but is not essential. (such as Canva).
- Email marketing. Writing content and contacting warm and cold lists via email, mailchimp and mailmerge. Creating onboarding journeys for current campaigns. Tracking fundraisers and communicating regularly.
- Development of pitches and talks to secure fundraising opportunities with local events, sports clubs, colleges and other fundraising opportunities. Going to give these talks in person and online.
- Championing ISPCC throughout the community ensuring all individuals wishing to fundraise in the community, receive excellent supporter care, ensuring a high level of stewardship to maximise engagement and income.

- Work closely with the overall fundraising team in as well as interdepartmentally and contribute to the achievement of the overall fundraising strategy.
- Attend fundraising and other events as required, potentially in a wide range of locations requiring travel. This will involve some weekend and evening work. All travel expenses to and from events and activities outside of the office will be covered by the organisation in your monthly expenses.
- Fundraising focused and ensuring all events and activities are strategically planned to ensure income is received with a high ROI.

The following job specification is not intended to be a comprehensive list of all duties involved and consequently, the role may be required to perform other duties as appropriate to the post which may be assigned from time to time.

Essential Requirements

- Experience hosting events/working at events. (For your community, fundraisers, sport club, society, college, nightclubs, etc.).
- Vibrant personality who is sociable and can easily connect with our volunteers.
- Income focused and takes pride in achieving their targets and goals.
- Organised and can complete their administrative tasks in a timely manner.
- Someone who is open to learn about event logistics and community fundraising.
- Currently studying a degree in events, marketing, business, communications or relevant course.
- Digital literacy/Basic Computer Proficiency (excel, email writing, Microsoft, teams/zoom, file management, etc). Desirable SharePoint and CRM (Raisers Edge)
- Basic creative skill is desired (E.g Canva)
- **Full Clean Drivers licence essential with access to a car for fundraising events.**
- Engaging writing and presentation skills with the ability to articulate and inspire the vision and values of ISPCC.
- Self-starter with initiative and innovative ideas to support achievement of goals.
- Ability to build and maintain relationships with a diverse range of people.
- A team player with an open and flexible attitude
- Strong alignment with the ISPCC values
- The ability priorities, plan and organise your own workload to meet deadlines is essential.

