



Job Specification: **Events Fundraiser – Cork or Limerick based**

Term: Fixed term

Working Week: Part time 20hrs a week temp role (full-time hours offered over the summer months and Christmas period if desired). Flexible working hours around your classes if a student.

Reporting Line: Community & Campaigns Fundraising Manager

Base: Cork or Limerick office (Hybrid)

Start date: 27th October 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?

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

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 Cork or Limerick). The remaining time you will be working remotely unless you have an event to attend (most events occur in December and June). For your desk time, we can be flexible and work around your class schedule. Over the summer months and Christmas period, we will offer full-time hours to help cover all events.

3-month temp role with possibility for extension.

Role Specification

- From October to December you will work on our Holly Campaign. Recruiting volunteers, groups, schools and corporates to join our Holly selling days in Cork and Limerick. Organise the events in December and run the event with volunteers selling Holly pins for Childline.
- From October to December you will support our Christmas Card initiative. You will work with suppliers to order cards, recruit staff, volunteers, schools, fundraisers and corporates to sell cards.
- Ongoing: Organise local fundraising events and initiatives within the Munster area. Grow our fundraisers and volunteers within the area.
- Ongoing: Support our ad hoc school fundraisers. Support all schools signing up to host a fundraiser for Childline by ISPCC (administrative tasks, school talks, emails, phone calls, fundraising page support, post packs, 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).
- 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.

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. If role is extended past 3 months, there will be new campaigns and initiatives you will be responsible for.

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.**

