



## **Event Coordinator – Fixed Term for 12 weeks**

### ***About Barretstown:***

Barretstown serves children affected by cancer and other serious illnesses and having served over 125,000 campers since 1994. Barretstown's essential therapeutic camps and programmes are a vital part of a child's illness journey, supported by 24/7 medical care at our 500-acre campus in County Kildare.

### ***The Role:***

We have a vacancy for a three-month specified purpose contract to support with the coordination of events at Barretstown, specifically the Dublin Mountain Challenge which is key annual event for the organisation. The successful candidate should be a highly organised, proactive, and adaptable individual with excellent communication and multitasking skills while ensuring a positive and memorable experience for participants and partners.

The Dublin Mountain Challenge is scheduled for the 25<sup>th</sup> of May, and the role will require initial part time support from the 3<sup>rd</sup> of March with full time attendance required for the final four-week lead-in period.

### ***Responsibilities:***

- Support the Community and Events Fundraising Manager with the project management and delivery of the DMC and other events as well as supporting other members of the team.
- Help manage volunteers and participants on the event day
- Coordinate equipment and refreshment logistics
- Manage suppliers
- Manage and help recruitment of volunteers.
- Ensure Health and Safety during planning and on event day
- Liaise with key stakeholders including venues, sponsors, participants and local authorities.
- Identify opportunities to improve efficiency, generate revenue and reduce costs.

### ***Experience:***

- Proven Event Experience with a background in mass participation events
- Knowledge and experience of implementing health and safety in the context of live events
- Highly organised with an eye for detail
- Multitasking projects
- If you don't fulfil every one of these criteria, then don't worry. We look for people with potential and a passion for what we do.

Remuneration and benefits will be discussed during the recruitment process. Closing date for the role is the 10<sup>th</sup> of February.