

JOB DESCRIPTION

Our Shared Plate - Project Manager

Contract type: Full-time role, 2 year contract

Responsible for: Project Management of the Our Shared Plate Project

Reporting to: CEO, Neighbourhood Network

Location: Hybrid. Primarily a remote role, with one day a week at the Neighbourhood Network office (Fumbally Stables, Dublin 8) on Wednesdays.

About the Role

Neighbourhood Network is seeking a dynamic and organised Project Manager to lead the delivery of Our Shared Plate, a community climate action project which has been running since October 2023.

The Project Manager will play a key role in coordinating the project team, partners and participants, ensuring the project is delivered on time, within budget, and with meaningful community impact.

This role is ideal for someone with strong project management experience who is passionate about community engagement, sustainability, and building resilient neighbourhoods. If you have excellent communication, organisation, and relationship-building skills, and are dedicated to creating happier and healthier communities, we'd love to hear from you.

About Neighbourhood Network

Neighbourhood Network is a registered Irish charity (RCN: 20206679) which aims to promote social inclusion, tackle loneliness and build supportive and resilient neighbourhoods around Ireland.

The ambition is simple; to help create happy, healthy and more connected places for people to live, where neighbours feel supported by each other. We do this by working with residents to help establish their community themselves, supporting local leaders to build inclusive, resilient groups in their estates.

Neighbourhood Network's main project Street Feast has been in operation for fifteen years, seeing over 10,000 Street Feasts take place/ Our team currently consists of a CEO, 3 Project Managers, an administrator and 4 part-time staff. We have a voluntary board of 9 trustees.

Neighbourhood Network is an Irish Charity with Registered Charity Number (RCN): 20206679

About Our Shared Plate

Our Shared Plate is a community food-growing initiative and community climate action project. We bring neighbours together to reconnect with food, the land, and each other through shared gardens, skill-sharing workshops, and social gatherings rooted in climate action.

The project involves the design, development and implementation of community gardens and food spaces in neighbourhoods. It provides a series of community engagement sessions, and accessible training workshops. The hands-on community workshops take a creative approach to building climate resilience and focus on topics like food waste, food preservation, environmental sustainability, and edible growing.

Having completed our first 9 food growing spaces, the project is now entering its second phase with a planned expansion to new communities.

Key Responsibilities

Reporting to the CEO, the Our Shared Plate Manager will have the following key areas of responsibility and will be expected to undertake other responsibilities as requested, which correspond with the role.

- Oversight and management of the Our Shared Plate project, including defining project scope and objectives, preparing and managing project budgets and conducting impact assessments of the project
- Meet deadlines as agreed with CEO, funders and other partners
- Liaise with stakeholders, including Pobal, research partners and the Our Shared Plate Advisory group
- Develop relationships with local stakeholders, including businesses, Garda, community centres and other neighbourhood leaders
- Plan and produce all Our Shared Plate events, workshops and trainings
- Oversee recruitment and management of the Our Shared Plate team - currently one community liaison officer.
- Meet with full Neighbourhood Network operations team at weekly meetings and check-ins
- Act as lead representative for Our Shared Plate
- Contribute to the ongoing work of Neighbourhood Network

Requirements:

- Minimum 3 years' relevant project management experience
- Experience of managing funded projects and budgets of €250k+
- Excellent communication and interpersonal skills, with the ability to build relationships across diverse stakeholders.
- Strong organisational skills, with the ability to manage multiple priorities.
- A proactive problem-solver, adaptable to changing project needs.
- High attention to detail, accuracy, and deadlines.
- Proficient in Google Workspace, with intermediate Excel/Google Sheets skills.
- Full driving licence and access to a car
- Access to a laptop or computer
- You may be required to travel to participating neighbourhoods which are located in counties Laois, Kildare, Wicklow and Longford.
- Applicants must have the right to work in the Republic of Ireland.

Desirable skills & experience:

- Knowledge of climate justice and sustainability issues.
- A passion for community development and tackling inequality in Ireland.
- An interest in building sustainable, local and ecological solutions to food security issues

Benefits of working for Neighbourhood Network

- 21 days of paid holidays per year, pro rata.
- Flexible working hours.

- A supportive and friendly team. A chance to make a real difference to neighbourhoods.
- Time off in lieu (TOIL) system for pre-approved additional hours.
- Opportunities for training, CPD, and further education support.
- Travel and subsistence expenses in line with public sector rates.

Contract Details

- **Contract type:** Full-time (35 hours per week)
- **Salary:** €40,000 - €42,000, depending on experience
- **Contract length:** 2 years (subject to funding; includes a 6-month probationary period)

Terms and conditions of employment:

- **Annual Leave:** Annual leave at Neighbourhood Network is 21 days in addition to the standard 10 public holidays.
- **TOIL:** We operate a time off in lieu (TOIL) system, where staff can work pre-approved additional hours and receive compensatory time off in lieu.
- **Training & Development:** Continuous professional development, training & further education courses, study & exam leave and professional membership fees are paid for at Neighbourhood Network's discretion where relevant.
- **Travel & Subsistence:** Travel and subsistence expenses will be paid similar to public sector rates.
- **Location:** Remote

How to apply

To apply, please send a one-page cover letter outlining your suitability for the role and your CV to opportunities@neighbourhoodnetwork.ie, with the subject line: **Our Shared Plate Project Manager**.

Closing date: Friday, 10th October 2025 at 5pm

Neighbourhood Network is an equal opportunities employer and welcomes applications from people of all backgrounds and identities.