



JOB ADVERTISEMENT

Event Coordinator

Part-Time | 17.5 hours per week | Fixed-Term Contract
County Kildare

About Kildare Volunteer Centre

Kildare Volunteer Centre is a community-focused organisation dedicated to promoting and supporting volunteering across County Kildare. We connect volunteers with meaningful opportunities and work closely with community groups, local organisations, and public bodies to make a positive difference in people's lives.

The Role

We are looking for an enthusiastic and organised Event Coordinator to join our team on a part-time basis. Working directly with the Community Volunteer Coordinator, you will play a key role in planning, delivering, and administering events involving Community Volunteers across County Kildare.

This is a varied and rewarding role, ideal for someone who enjoys working with people, has a passion for community engagement, and thrives in a busy, event-driven environment.

Terms & Conditions

- Hours: 17.5 hours per week
- Salary: €15.40 per hour (approx. €14,027 per annum based on 17.5 hours per week)
- Contract: 11-month fixed-term contract, subject to continued funding thereafter
- Start Date: As soon as possible, subject to candidate availability
- Base Location: Kildare Community Development Centre, Meadow Road, Kildare, R51 RF88. The role involves regular travel across County Kildare;
- Reporting to: Community Volunteer Coordinator & Centre Manager
- Weekend availability essential (many community events take place on Saturdays and Sundays)

Key Responsibilities

- Assist the Community Volunteer Coordinator in the planning and delivery of events involving Community Volunteers across County Kildare.
- Coordinate event logistics including venue liaison, equipment, scheduling, and on-site volunteer management.
- Support the recruitment, scheduling, and briefing of Community Volunteers for specific events.
- Serve as a point of contact for volunteers and community organisations regarding event coordination queries.
- Use Salesforce to record and update volunteer engagement, event placements, and relevant data.
- Create and distribute event-related communications and promotional materials, including social media content.
- Provide on-site volunteer management at events, ensuring volunteers feel supported and tasks are clearly defined.
- Liaise with event organisers, council representatives, and other stakeholders to ensure smooth event delivery.
- Prepare event reports and post-event evaluations for the Community Volunteer Coordinator and other stakeholders.
- Help identify and maintain engagement with Community Volunteers between events.
- Attend team meetings and training sessions as required.
- Provide general administrative support to the Kildare Volunteer Centre as needed.
- Promote a positive experience for all volunteers and organisations, ensuring ease of access to services.
- Support the creation and posting of social media content that celebrates the work of Community Volunteers across County Kildare.

Essential Requirements

- Access to own transport is essential. The role involves travel to various locations across County Kildare.
- Weekend availability is a core requirement of this role.
- Strong organisational and communication skills.
- Ability to work both independently and as part of a team.
- A genuine interest in volunteering and community engagement.
- A relevant qualification in events management, community development, or a related field, or equivalent practical experience.

Desirable Skills

- Previous experience in event coordination or volunteer management.
- Familiarity with Salesforce or a similar CRM system.
- Experience creating social media content or promotional materials.

How to Apply

To apply, please submit a current CV, containing at least two references and a cover letter (in PDF or Word format) outlining your suitability for the role to the email address below. Please use the subject line “Event Coordinator Application” when submitting your application.

David (Centre Manager)
david@volunteerkildare.ie

Closing Date: Friday, 21ST August 2026. Please note that candidates must be available for interview Late August

⚠ Please note: Applications submitted without a cover letter will not be considered. Your cover letter should clearly explain why you are interested in this role and what makes you a strong candidate.

Equal Opportunities

Kildare Volunteer Centre is committed to building a welcoming, inclusive and respectful workplace where everyone can thrive. We warmly welcome applications from people of all backgrounds and communities, and from all suitably qualified candidates regardless of age, disability, gender, gender identity or expression, civil status, family status, sexual orientation, race, religion, or membership of the Traveller community.

We are committed to a recruitment process that is fair, open and accessible. If there is anything we can do to support you in making an application or attending interview, including providing reasonable accommodations, please let us know.

Data Protection

The information provided in your application will be used solely for the purposes of assessing your suitability for this position and will be processed in accordance with our obligations under the General Data Protection Regulation (GDPR) and applicable Irish data protection legislation. All applications will be treated with the strictest confidence.