

ONE IN FOUR

Together to end child sexual abuse

Vacancy: Strategic Engagement Coordinator

One in Four are seeking a Strategic Engagement Coordinator to join our growing team. The successful candidate will play a key role in supporting the organisation's engagement, communications, and outreach activities. Working closely with the Strategic Engagement Director, the postholder will provide administrative, coordination, and communications support across a range of initiatives, events, campaigns, and projects.

The role requires someone who can build and maintain positive relationships with a wide range of stakeholders, support the delivery of organisational priorities, and ensure that activities are coordinated efficiently and effectively. The successful candidate will be highly organised, proactive, and comfortable managing multiple competing priorities, while maintaining a high standard of professionalism and attention to detail.

The Organisation

One in Four is a charity, dedicated to ending the trauma of child sexual abuse whilst passionately and professionally committed to supporting survivors. With extensive experience and expertise in this field, the organisation provides life-changing psychotherapy and advocacy services whilst actively engaging with policymakers to influence legislation and change.

One in Four works with all aspects of child sexual abuse, including working with those who have committed sexual offences against children as a core child protection strategy.

We maintain a culture of transparency and fairness and are committed to treating all clients and colleagues with dignity and respect. We are client-centred and strive for excellence in meeting their evolving needs in innovative and evidence-based ways.

The Position

Title: Strategic Engagement Coordinator

Reporting to: Strategic Engagement Director

Location:	35/36 Arran Quay, Dublin 7, D07 E221
Working days:	3 days a week, including Wednesday
Salary Range:	€42,000 to €45,000 FTE (€25,200 to €27,000 pro rata)
Nature of post:	Permanent

Main Duties & Responsibilities

- Provide administrative and coordination support across strategic engagement activities, events, campaigns, and projects.
- Assist with the planning and delivery of events, including scheduling, logistics, materials, and venue arrangements.
- Serve as a key contact for stakeholders, volunteers, supporters, and service users, fostering positive relationships through effective and timely communication.
- Prepare and distribute communications, information materials, templates, promotional content, and other engagement resources as required.
- Maintain accurate records and CRM databases, ensuring information is up to date and managed in line with GDPR requirements.
- Assist with data collection, reporting, and monitoring to support planning, evaluation, and decision-making.
- Support website and social media activity to promote organisational services, initiatives, and events.
- Contribute to the development and implementation of work plans, schedules, and engagement priorities.
- Provide administrative and project support to the Strategic Engagement Director in the delivery of strategic objectives.
- Undertake other duties as reasonably required.

Person Profile

- Emotionally intelligent, empathetic, resilient, and sensitive to the environment in which One in Four operates.
- Ability to work under pressure, manage competing priorities, and deliver to deadlines.
- Professional, approachable, and responsive in dealings with stakeholders, colleagues, and external partners.
- Strong self-motivation and ability to work on own initiative while contributing effectively as part of a team.
- Flexible and adaptable, with a willingness to support a broad range of organisational activities.

- Committed to the values and mission of One in Four.

Core Competencies & Skills

- Excellent organisational and administrative skills with strong attention to detail.
- Excellent written and verbal communication skills, with the ability to adapt messaging for different audiences.
- Strong relationship management, stakeholder engagement, and influencing skills.
- Experience coordinating projects, events, activities, or administrative processes.
- Proficiency in Microsoft Office applications and experience maintaining databases or CRM systems.
- Understanding of social media platforms and digital communications, with the ability to support content creation, scheduling, and audience engagement.
- Ability to gather, analyse, and report information accurately.
- Experience supporting communications activities, including website and social media content.
- Demonstrates discretion and sound judgement in managing confidential and sensitive information, ensuring compliance with GDPR and organisational data protection policies.

Application Details

Please send a CV and cover letter outlining your experience, fit, and the title of the role that you are applying for to recruitment@oneinfour.ie.

Documents should be in Word or PDF format only.

The closing date for applications is 4pm on Friday October 2nd, 2026. Interviews will be held on the 8th and 9th of October 2026.