

Ballina 2023 Project Manager

About Ballina 2023

While the history of Ballina, Co. Mayo goes back many centuries, 2023 will mark the 300th anniversary of the formal establishment of our town in 1723 by Lord Tyrawley. 2023 therefore offers an exciting opportunity for a year-long celebration – a chance for our community to come together and create an ambitious, diverse and inclusive calendar of events. It also offers us an opportunity to – with everyone’s input – create an ambitious, strategic vision and plan for the town that will chart the course of Ballina’s future, and leave a legacy for the town. **And everyone will have a chance to be part of it.** Ballina 2023 will honour the past, celebrate the present and inspire hope for the future.

The Ballina 2023 steering group is seeking to contract a Project Manager for Ballina 2023, for an initial period of one year.

Our values

Our values at Ballina 2023 are: Approachable, Collaborative, Driven, Excellence, Humble, Integrity, Leadership, Optimistic, Passion and Welcoming.

The Role

Reporting to the Ballina 2023 Steering Committee, this is a new, exciting opportunity for an experienced, enthusiastic and motivated individual with a desire to work within the community.

The Ballina 2023 Project Manager will take responsibility for driving the planning of the project on a day-to-day level, working closely with the Ballina 2023 Steering Group, sub-committees and various stakeholders on all aspects of community engagement, finance, fundraising, administration, event coordination, PR and marketing. Administration and volunteer support will be made available.

The successful candidate will be highly motivated, will have experience in a similar role, and have excellent organisational, administrative and computer skills, project management experience, and financial skills. A background in event management or festivals is desirable as is marketing and PR experience, and most importantly, a passion for helping communities to reach their potential.

Key responsibilities:

You will work closely with the steering group, sub-committees and volunteers on the following:

- Taking overall responsibility for managing the project and keeping everything on track and within accepted timelines, liaising with the steering group, subcommittees and volunteers
- Working with stakeholders to develop a Ballina 2023 event management plan with key dates and KPIs
- Working with key stakeholders to help develop a Ballina 2023 marketing plan and ensuring subsequent roll out to time.
- Setting up and leading on all programme administrative systems and processes, including local CRM
- Planning and delivering a community consultation and engagement work plan and collate insights
- Working collaboratively with partners, stakeholders and external agencies, at local, regional and departmental level – e.g. Mayo County Council, relevant government departments, industry partners, suppliers
- Developing a financial plan and budget
- Developing sponsorship pitches and writing funding applications (including drawdowns if applicable), and managing sponsor relationships
- Recruiting and managing volunteers and student work placements

- Dealing with correspondence and calls
- Ensuring consistent adherence to and implementation of Ballina 2023 branding guidelines, both internally and externally
- Managing suppliers and agencies, including web agency, printers and designers etc
- Providing support in drafting copy for website and brochures
- Ensuring relevant governance requirements are met and relevant policies developed
- Designing monitoring and evaluation processes with the team
- Ensuring the programme and its planning is accessible and inclusive throughout
- Undertaking any other duties as required

Skills, Knowledge and Experience

Essential

- Great communication skills – written and verbal, and an ability to empathise with and communicate across many levels, from community to corporate
- Have an ability to work within complex, multi-stakeholder, matrix environments, under pressure
- A proven track record of exceptional delivery in a similar role – e.g. event/festival management
- Strong IT skills and administrative experience at a fast pace with a high level of responsibility
- Meticulous attention to detail
- Community engagement experience
- Budget management experience and writing successful funding applications
- Experience of recruiting and managing staff and volunteers
- A good understanding of GDPR
- Garda Vetting process to be undertaken
- A full driver's licence
- Tax Clearance Certificate

Desirable

- A third level qualification in community development/event management/marketing and communications or a relevant discipline

You will ideally be:

- Creative, imaginative and ambitious
- A person who genuinely loves working with people, and is enthusiastic to get to know the town of Ballina and its people, and help empower them to achieve great things
- Willing to personally commit to the values of Ballina 2023
- Positive and proactive, able to use your own initiative and prioritise a busy workload
- Calm under pressure!
- Able to influence locally, regionally and nationally
- Flexible and committed in your approach to work, with a willingness to work some evenings and weekends
- In possession of a great sense of humour!

HOW TO APPLY

- This is a freelance, part-time position with a starting contract of one year, to include a three month probationary period
- Contract Value: €20,000
- Interested candidates should visit www.ballina2023.ie in order to apply
- For further information please email ballina2023@gmail.com with the words Project Manager in the subject line

- **Closing Date:** Applications for this position will be accepted until 7th April 2021
- Interviews will take place via Zoom week commencing 19th April 2021