



**Brighter
Communities**

Worldwide

CREATING BETTER FUTURES

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brightercommunities.org

Title: Operations Co-Ordinator
Reporting to: Operations Manager
Type of Contract: Full time
Salary: €30,000 to €35,000
Location: Based at the Brighter Communities Worldwide office in Cobh.
Option for hybrid available after 6 months with 2 days remote and 3 days from office.

Role Description

Brighter Communities Worldwide are an Irish charity founded in 2002 and we work in partnership with communities across Kericho County (population 901,77) in North West Kenya. We deliver programmes that enrich lives and help create better futures for all members of the community. Our key programme areas include Health, Education, and Economic Empowerment.

Volunteers play a vital role in Brighter Communities Worldwide as they support fundraising and raise awareness about the work of the organisation.

The **Operations Co-ordinator** will support the delivery of the activities and responsibilities of Brighter Communities Worldwide in Ireland in line with our strategic plan. We have ambitious plans to maintain our present programmes and to grow them further to meet the needs of the communities we work with and to respond to new partner requests in neighbouring counties. As two individual organisations, Brighter Communities Worldwide in Ireland and in Kenya work in partnership. The Irish operation complements the results achieved in Kenya through attracting and directing resources including funding, expertise and volunteers.

This role is responsible for –

- Providing fundraising support to execute our annual fundraising plans. This will include –
 - managing regular communication and relationships with donors.
 - event management - both online campaigns and in person events throughout the year.
 - supporting the set up and administration of a new Customer Relations Management (CRM) system.
- As part of the communications team, provide support for content creation of e-shots, social media messaging, donor reports and fundraising appeals.
- Volunteer engagement, administration and overseeing activities associated with our local volunteer and overseas volunteer programmes.
- Administrative support to comply with our legal obligations as a registered charity including annual review of our compliance with the Charities Governance Code.
- Specific areas of financial administration and reporting attached to fundraising income.

Person Specification.

- Knowledge of overseas aid and sustainable development.
- A degree in International Development or related discipline will be an advantage.
- Experience of working or volunteering in the international development sector will be an advantage.
- Excellent relationship building and interpersonal skills.
- Innovative and creative approach, with solution-oriented problem-solving skills.
- Ability to achieve results and meet deadlines.
- Strong planning and time management skills.
- Ability to work on own initiative as well as part of a team.
- A genuine passion and care for the work and goals of Brighter Communities Worldwide.
- Skilled in Microsoft word and excel – CRM experience an advantage.
- Knowledge of Data Protection and GDPR.
- Fluency in written and spoken English

Directors Linden Edgell, Andrew Bird, Catherine Donohoe, Roisin O Neill, Mark Cumming, Carole Barry Kinsella, Lisa Doherty, Tom Gilligan

CEO Martin Ballantyne

Charity Registration Number: CHY16505 • Charity Regulatory Authority Number: CRA 20059583

Applicants:

- This role will suit someone who is motivated, has the ability to multitask, pays attention to detail, enjoys a varied and busy work environment, shares our values, works as a team player with enthusiasm and open communication.
- We will support your career development in the Irish NGO sector and facilitate you to visit Kenya so you experience our programmes in action and gain knowledge and experience to bring to your role.
- We actively live our core values of Integrity, Passion and Togetherness and we are committed to sustainable development to help end poverty, fight inequality and reduce the impacts of climate change.

Application Process

Please note, only candidates legally entitled to work in Ireland will be considered.

To apply, please send your CV and Cover Letter by email to rosehennessy@brightercommunities.org

Closing date – rolling deadline for application.

As our organisation evolves and this is a new role and job description, flexibility will be required as the role develops. Management reserve the right to amend or change this job description as required.