



look good **feel better**

FACING CANCER WITH CONFIDENCE

## **Programme Co-ordinator Job Description**

**Part time 16 hours per week preferably over 4 half days**

**Salary €30 – 35kpa pro-rata**

**Based in Guinness Enterprise Centre, Dublin 8 at least 2 half days per week**

**To commence in January 2024**

**Reporting to the General Manager**

Job Summary: As the Programme Co-ordinator of Look Good Feel Better Ireland, you will be responsible for the successful co-ordination of our programme. You will support the General Manager in delivering the operational and strategic direction of the organisation. You will work closely with the General Manager, Volunteer Manager, Board of Directors, PR Comms group, volunteers, and external stakeholders to ensure the effective delivery of services and the achievement of the charity's mission. This role requires strong organisational and communication skills, an understanding of the non-profit sector, and a passion for enhancing the lives of cancer patients and their families.

### **Job Specifications:**

#### **1. Programme Co-ordination**

- Plan and organise LGFB workshops in the designated hospitals and cancer care centres throughout Ireland in line with schedules agreed.
- Plan and organise LGFB virtual workshops, processing all registrations coming from website.
- Support the Volunteer Manager with processing volunteer applications, updating volunteer profiles, communicating and scheduling volunteer participation in workshops, campaigns and events.
- Forecast and keep track of workshops kit despatch, stock and support General Manager with ordering in advance of any potential shortages.
- Help plan and execute product procurement in line with annual workshop plan, manage storage and delivery operations.
- Support all fund-raising events and liaise with organisers.
- Assist in the development of LGFB promotional information eg. Leaflets
- Assist in the development and maintenance of the CRM, website and social media sites.

- Represent LGFB at key events and act as spokesperson for the charity when necessary.
- Provide figures for monthly operational report and board reports.
- Attend board meetings on request.

## **2. Fundraising and Financial Management:**

- Working with the Board, PR Comms group, General Manager and Volunteer Manager to support the development and execution of comprehensive operational, marketing, fund-raising, events and volunteer strategies
- Support the organisation with preparing invoices and expenses for payment

## **3. Governance:**

- Ensure adequate organisational policies and procedures are implemented
- Maintain and update GDPR compliant records of meetings and activities in the shared folders

## **5. Adhoc**

- Support the implement the utilisation of the LGFB Client Relationship Management Platform to manage engagement with volunteers, workshop participants and supporters
- Support to the General Manager and Volunteer Manager in driving the charity initiatives.
- Escalate issues arising in the absence of the General Manager or Volunteer Manager appropriately

## **Qualifications and Experience (desirable but not essential):**

- Qualifications, experience and / or interest in healthcare, beauty and skincare
- Excellent attention to detail, interpersonal, organisational and communication skills (verbal and written)
- Demonstrated track record in Microsoft Office including Sharepoint, CRM systems, administration, record-keeping and communication with diverse stakeholders
- Strong understanding of cancer-related issues, healthcare systems, and the challenges faced by cancer patients and their families.
- Excellent or organisational, communication and interpersonal skills

Apply to [jobs@lookgoodfeelbetter.ie](mailto:jobs@lookgoodfeelbetter.ie) by 22<sup>nd</sup> December 2023