



## JOB DESCRIPTION

# Street Feast Campaign Manager 2024

[Full Time 6 month Contract]

**Responsible For:** Oversight and management of the Street Feast campaign

**Reporting to:** CEO, Neighbourhood Network

**Location:** Dublin, Hybrid

### **About the Role:**

The Campaign Manager's key responsibility is to manage the nationwide campaign of Street Feast that Neighbourhood Network runs annually. This will involve working with project partners, participants, contractors, funders and our project team to ensure that the project is delivered successfully.

This is an exciting opportunity to be part of a creative, passionate and ambitious project as we grow the organisation from the roots up! If you've a grá for campaigns and have excellent communication, task management and relationship management skills and are dedicated to creating happier and healthier communities, we'd love to hear from you.

### **They will take particular responsibility for:**

Oversight and management of the Street Feast campaign through to completion in August 2024 as per agreed plan laid out with the CEO

### **About Neighbourhood Network:**

Neighbourhood Network (legal entity: Street Feast CLG) is an Irish not-for-profit originally established as Street Feast in 2010.

In 2020 we expanded our mission, developed a range of new projects and activity programmes, and adopted a new name for the organisation - Neighbourhood Network.

Neighbourhood Network aims to promote social inclusion and integration, tackle loneliness and build supportive and resilient neighbourhoods in new and older communities across the length and breadth of Ireland. We run national campaigns, coordinate local neighbourhood projects and facilitate a nationwide network of neighbourhood leaders.

Our team currently consists of a CEO and Project Manager and four part-time staff, including another Project Manager and three Community Liaisons. We have a voluntary board of eight trustees.

Neighbourhood Network is currently in the process of registering as an Irish Charity.

[Website](#) [Instagram](#) [Twitter](#)



### **Key Responsibilities/Accountabilities:**

Reporting to the CEO, the Street Feast Campaign Manager will have the following key areas of responsibility and will be expected to undertake other responsibilities as requested, which correspond with the role.

### **Responsibilities will include:**

- Review, agree and manage project budgets and project timelines based on scope of work and the resource requirements
- Determine and define project scope and objectives. Support the CEO to devise and implement delivery plan
- Meet deadlines as agreed with CEO and with funder
- Assist with hiring of project staff
- Recruit and manage project staff and contractors
- Liaise with the funder and CEO on the project KPI's. Ensure that we work towards delivering on those KPI's
- Deliver project reporting at agreed times. Conduct impact assessment of projects
- Support the CEO to identify best use of resources across projects
- Meet with full operations team at weekly meetings and check-ins
- Production planning of key events such as launches and feedback sessions
- Write and design sponsorship packages for Street Feast 2024

### **Public Relations:**

- Build National Awareness by talking about and representing Neighbourhood Network (NN) to inspire people to help their community
- Build Brand Awareness of NN and ensure brand management of Street Feast and NN
- Act as a spokesperson for Neighbourhood Network when necessary
- Ensure stories about the projects are captured and shared

### **Other Responsibilities:**

- Undertake such duties as may reasonably be assigned from time to time by the CEO
- Participate in NN team meetings and regular communications working group meetings
- Produce a monthly report for the CEO, and report to the Neighbourhood Network Board as required.
- Attend weekly 1hr Monday meeting, 15 min Wednesday & Friday stand-up meetings and monthly review & planning meetings
- Fundraising & Admin support - Support CEO with funding applications and pipeline development

### **Skills & Experience Required:**

- Fluent English Speaker
- Considerable experience in project management; a minimum of 2 years.
- Proven ability to plan and deliver campaigns, achieving desired targets and reporting on impact
- A strong marketing and communications background
- Organised with the ability to pay attention to detail.
- Strong administrative and computer skills required, for example; Microsoft packages (Word, Excel, Outlook, PowerPoint) and Google Packages (Gmail, Google Drive, Google Docs).
- Have excellent interpersonal, written and spoken communication skills.
- Strong commitment to community development and inclusion
- Experience of managing relationships with different stakeholders, working as part of a team and using collaborative and partnership approaches

**Benefits of working for Neighbourhood Network:**

- 20 days of paid holiday per year
- Flexible working hours
- A supportive and friendly team
- Hybrid working environment - working from the Fumbally Stables loft in Dublin 8 once a week, or our Wicklow office in Newtownmountkennedy, Co Wicklow
- A chance to make a real difference to neighbourhoods

**Contract Details:**

- **Rate of Pay:** €42,000 per annum pro-rata
- **Weekly hours:** 35 hours per week
- **Contract Length:** The position is for 6 months & includes a 3-month probationary period. The position is subject to funding.
- **Continuation:** Possibility of extending the contract, subject to funding

**Terms and conditions of Employment:**

- **Annual Leave:** Annual leave at Neighbourhood Network is 20 days in addition to the standard 10 public holidays based on hours worked
- **TOIL:** We operate a time off in lieu (TOIL) system, where staff can work pre-approved additional hours and receive compensatory time off in lieu
- **Training & Development:** Continuous professional development, training & further education courses, study & exam leave and professional membership fees are paid for at Neighbourhood Network's discretion where relevant
- **Travel & Subsistence:** Travel and subsistence expenses will be paid similar to public sector rates

**How to Apply:**

Interested candidates may apply by sending a one-page letter outlining their suitability for this role along with their CV to [opportunities@neighbourhoodnetwork.ie](mailto:opportunities@neighbourhoodnetwork.ie) under the subject of "Street Feast Campaign Manager 2024"

Closing Date for applications is 5pm on Wednesday 14th February 2024.

Neighbourhood Network is an equal opportunities employer and welcomes applications from people of all backgrounds and identities.