



Behan Square, 12-16 Russell Street, Dublin 1 D01 WD53, Ireland
Phone: 01 894 4576 Email: info@fightingwords.ie
Web: www.fightingwords.ie
Charities Regulator Number 20069742

JOB TITLE	Limerick Project Coordinator
REPORTS TO	Executive Director
HOURS PER WEEK	21

OVERALL PURPOSE OF THE JOB

The Limerick Project Co-ordinator is responsible for planning and delivering of Fighting Words projects and workshops at locations around Limerick and the Mid West. The post holder serves as the primary liaison with schools and the groups we work with in the area and for collaborating as necessary with Fighting Words colleagues around the country on joint projects.

MAIN RESPONSIBILITIES

1. In liaison with the Executive Director and other key staff, planning and delivery of our creative writing projects and workshops in Limerick and the Mid West region.
2. Coordination of volunteer mentors for projects and workshops in Limerick.
3. Maintaining existing partnerships in the Mid West, e.g. Limerick Libraries, the Limerick Learning Hub, Youthreach, and identifying new partners.
4. Providing Fighting Words Limerick content for the Fighting Words website and social media sites.
5. Working with other colleagues on joint project, as necessary.
6. Any other duties as may be assigned by the Executive Director from time to time.

Person Specification

- Some experience of the education and/or arts sectors
- Experience of working with children and/or vulnerable adults
- Experience in facilitation of workshops and/or training
- Organisational and administrative skills, experience of coordinating projects
- Good IT skills, including knowledge of common Microsoft software applications



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- Excellent written and verbal communication skills
- Ability to work within a team
- Knowledge of the mission and objectives of Fighting Words

Working arrangements

This is a three-day a week role (21 hours per week), with flexible arrangements in place to work the hours across different days of the week.

Fighting Words workshops are delivered in various locations, mainly libraries. Working from home arrangements are in place when not engaged in workshops.

Some travel is expected, to towns such as Ennis, Killaloe, Rathkeale and Abbeyfeale as examples.

Travel to Dublin is required from time to time.