



Ability West provides a wide range of high quality community based services for people with an intellectual disability throughout Galway City and County. Services provided are day, home sharing, residential, respite, community supports, educational, rehabilitative training and multi-disciplinary supports. The ethos of service provision is underpinned by our Vision, Mission, Core Values and Strategic Plan, which is to enable people with an intellectual disability to reach their full potential and take their rightful place in society.

**We are recruiting for the following post:**

## **Community Development Officer**

Permanent contract – 21 hours per week

Grade 3 – Merged pay scale €21,892 - €37,341 (pro-rata to hours worked).

(Ref: 12/18)

### **The Role:**

- To develop a fundraising plan and strategy for Ability West in line with our strategic plan
- To advise and support appropriate fundraising initiatives for Ability West in line with the ethos of Ability West
- To develop both new and existing fundraising initiatives in Ability West

The Community Development Officer will be responsible for the management of a busy portfolio of events with the specific goal of increasing revenues, as well as the development of new income streams.

### **Essential Criteria:**

- A minimum of one years' experience in a similar role
- Excellent knowledge of social media communication including Facebook, Twitter, etc.
- Full current driving license with access to your own vehicle (mileage will be paid at the appropriate rate)
- Excellent communication and organisational skills
- Working knowledge of website maintenance/development
- Clear understanding of community fundraising, events management, donor stewardship, regular donors, corporate donors and other specific target groups/community links
- Experience and appreciation of working within a quality assurance environment with a proven track record of successful development of new initiatives
- Due to the nature of the role, some unsocial hours including weekends may be required accordingly flexibility to the needs of the business is essential

### **Desirable Criteria:**

- Hold a relevant and recognised third level qualification or equivalent.

*It is envisaged that the role would be worked over 3 – 4 days but flexibility will be required to meet the needs of the business.*



***For an informal discussion regarding this post, please contact Ms. Carol Browne, Executive Assistant to CEO's office on 091 540900.***

***Application Forms and Job descriptions are available to download on our internet site [www.abilitywest.ie](http://www.abilitywest.ie) or contact HR on 091 540900. Completed applications should be forwarded to the Human Resources Directorate, Ability West, Blackrock House, Salthill, Galway or [recruitment@abilitywest.ie](mailto:recruitment@abilitywest.ie) by close of business 29th May 2018***