

County Waterford Festival of Food Company CLG.

Programme Manager Job Description

This is a part time, 3 days per week, permanent position. Office based – Dungarvan, Co. Waterford.

Reporting to the CEO, the Programme Manager will have responsibility for supporting the CEO in all aspects of the running of the West Waterford Festival of Food, and its associated projects during the term of the contract. The role is dynamic and calls for flexibility, as the demand changes based on project development throughout the year.

Principal Responsibilities:

The Programme Manager will support the CEO in fulfilling the overall operations of the administration of the festival and its associated projects. This is an office based role that includes office management, book keeping, working on the festival programme with the CEO, implementation of the festival programme, marketing and social media, development and administration of the Food the Waterford Way network.

Duties and Responsibilities:

Office Management: The Programme Manager will work with the CEO, to ensure the smooth running of the office, including management of any staff, interns and volunteers as required.

Administration: The Programme Manager will carry out the administration of the Festival and Food the Waterford Way initiatives, including book keeping and invoicing, managing audience, stakeholder, member and other relevant databases, dealing with correspondence and queries, and dealing with the public.

Funding Administration: work with the CEO to apply for relevant grants and undertake grant administration. Work with the CEO on additional funding streams such as sponsorship.

Programmes: The Programme Manager will support the CEO in developing the Festival and any other Programmes, gathering content for design and print, liaison with the community, manage travel and accommodation logistics for visiting chefs and creatives, make sure events are well organised and resourced, communicate with stakeholders, including venue owners and managers, and work across all areas to deliver a successful festival and additional initiatives.

Communications: Communicate with and motivate stakeholders to successfully deliver all programmes. Work with the Festival CEO and the designated PR firm to promote the communications of and publicity for the Festival and Food the Waterford Way initiatives.

Post Event: Work with the CEO to create Post Event reports, fulfil the necessary paperwork for funders and sponsors, make sure all stakeholders and participants are thanked, and create internal reports for learning and moving forward.

General: Run the festival office. Support the CEO in liaising with involved organisations (Chamber of Commerce, Waterford City and County Council, Visit Waterford, Failte Ireland, EHO, Gardaí etc) in relation to insurance, traffic management plans, waste management plans, promotional campaigns, trail development, member initiatives etc.

Delegation: Some of these duties may, at times, be delegated to other staff members and / or contractors / consultants.

Experience / skills required:

- Very strong administrative and organisational skills
- Experience in book keeping and / or working with a book keeping system. Experience with SAGE is of benefit.
- Experience in working with and understanding of basic accounting documents such as Cashflows, P&L's and Balance Sheets.
- Excellent project coordination, time management and organisational skills with the ability to juggle and prioritise multiple projects
- Attention to detail and concern for accuracy
- Must be a self-starter – proactive and driven, with a strong work ethic, a high level of motivation, a strong sense of urgency when needed and to consistently meet deadlines
- Ability to delegate responsibilities and foster positive, productive relationships and teamwork amongst staff, contractors and volunteers
- Must be available to work evenings and weekends on occasion, and have total availability in the run up to, and the weekend of, West Waterford Festival of Food which typically runs in April.
- Knowledge of computer packages MS Word, Excel, PowerPoint and social media platforms Facebook, Instagram and Twitter. Experience working with Ecwid is of benefit.
- Good experience and knowledge of the food community is of benefit

Remuneration: €19,000 p/a, part-time position, 3 day week.

Applications By Email Only: by Wednesday 16th June.

Submit your CV and cover letter To ceo@waterfordfestivaloffood.com