



LIMERICK
**Mental Health
Association**

LIMERICK MENTAL HEALTH ASSOCIATION

ADVOCACY MANAGER

Location: Limerick

Duration: 6 month Contract

Hours: 16 hours a week

Closing date for Applications: 5.00pm, 4pm Friday 23^h of April 2021.

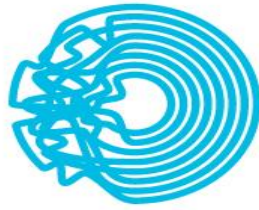
Successful candidate must have a minimum of 2 years' experience working (paid and/or voluntary) project management, event management or related field. Degree in related field desirable.

A full job description is **attached below**.

Please forward your Curriculum Vitae with a covering letter to Tracey@limerickmentalhealth.ie

Appointment is subject to satisfactory references and Garda Vetting. Canvassing will not be accepted and may lead to disqualification. Due to the large volume of applications we are not in the position to provide individual feedback to candidates who are not shortlisted for interview.

Limerick Mental Health Association is an Equal Opportunities Employer



LIMERICK Mental Health Association

JOB TITLE: Advocacy Manager (mental health) – Part-time position (16 hours weekly)

Location: 3 Sexton Street Limerick

Interviews will be conducted remotely by video conference with a proposed start date in May.

LIMERICK MENTAL HEALTH ASSOCIATION - Advocacy Campaign Management Services

Limerick Mental Health Association is seeking an Advocacy Campaign Manager on a **six-month contract basis for 2 days per week**. This role may be suited to someone with a project management, event management or fundraising background.

Summary of Duties:

Under the general supervision of the LMHA Manager, the Advocacy Campaign Manager is responsible for the coordination and support of the organisation's fundraising events in particular the coordination of Limerick Mental Health Week and developing relationships to engage companies under their corporate social responsibility programmes.

The role requires the orchestration of, and hands-on involvement in, all event fundraising and event activities; development and management of event committees and volunteers; Development of creative communications strategy to develop new and existing corporate and business relationships and assist with the solicitations of monetary and in-kind support for sponsorships, auctions, fundraising activities, event marketing and outreach.

Specific Responsibilities:

1. Developing relationships with major donors, identifying new potential major donors and nurturing relationships.
2. Event Management: coordinating Limerick Mental Health Week.
The service provider will be responsible for soliciting sponsors, advertising, coordinating volunteers, covering the logistics of the event and most importantly generating funds. Production and oversight of all event materials (letters, invitations, posters, flyers, etc.).
3. Creative Communications Strategy: developing a creative communications strategy to increase public awareness of the services provided by LMHA, and to generate recurring revenue streams.
4. Grant applications - supporting the Manager in the grant application process and ensuring that reporting is tracked and meets donors' expectations.

Essential Functions:

- Plan and coordinate LMHA fundraising events.

- Solicitation of sponsorship for monetary and in-kind support.
- Directing of event timelines and associated staff and volunteer activities to ensure all elements of the event are delivered on time.
- Project management for Limerick Mental health week
- Goal setting and budget management.
- identification of key players in the community where connections can be leveraged.
- Commitment to the mission, values, goals, and success of LMHA.
- Management of volunteer event planning committees.
- Keeping Social Media content up-to-date with all event and LMHA information.
- Keep and update Constant Contact database.

Submission and Evaluation Process

Candidates are asked to submit a CV and short cover letter outlining their interest in the role to tracey@limerickmentalhealth.ie by 23 April 2021.

Interviews will be conducted remotely by video conference with a proposed start date in May.

Personal qualities

Self-motivated and ability to work on own initiative.

Works well in a team

Good communication and computer Skills

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