



Connemara Therapeutic Riding CLG is a Social Enterprise providing a community-based Therapeutic Riding (TR) Service for children and adults with physical, sensory and intellectual disabilities in a remote rural setting in the west of Ireland while promoting the indigenous Connemara Pony as an ideal equine for this therapy. We are now recruiting for a full time Marketing and Administration Assistant.

Job Title: Marketing and Administration Assistant (CSP Funded) Full Time

Location: Errislannan Manor, Errislannan, Clifden, Co. Galway

Reporting to: CTR Manager

Main Purpose: To promote Connemara Therapeutic Riding and to support the CTR Manager in administrative duties.

Job Description:

Manage all traditional and digital marketing channels including PR

Implementation of CTR's Marketing Plan

Identify and communicate with potential new clients

Manage Fundraising activities

Event management

Assist Manager in researching, preparing and submitting grant proposals

Building relationships with stakeholders

Provide administrative support to the manager as directed

This job description is not exhaustive and other duties may be assigned from time to time in accordance with the needs of the service.

Person Specification:

The person appointed to this role will ideally meet the following requirements:



Have previous experience in a marketing role

Possess excellent communication skills both verbal and written

Have a strong disability awareness and understand the needs of individuals of varying abilities

Be a community minded person with an understanding of community-based projects and the value of building social capital

Work well as part of a team

Be able to work on own initiative

Selection Process:

Candidates will be shortlisted. An interview process will then take place.

Conditions of Employment:

Hours: 39.00 hours per week

Annual Leave: Annual leave will be 20 working days exclusive of public holidays (pro rata).

Duration of contract: One year initially which may be extended subject to performance and the continuation of Community Services Programme funding.

Salary: The salary will be €19,874 per annum.

How to Apply:

Closing Date for Applications: 4pm on Friday 7th February 2020.

A CV and cover letter should be emailed to connemaratr@gmail.com or sent by post to Niamh Philbin, Connemara Therapeutic Riding CLG, Ellis Hall, Letterfrack, Co. Galway.

Please note: only candidates who submit the relevant application in accordance with the deadline date as stated above will be processed. Only applications fulfilling the criteria as set down by Pobal <https://www.pobal.ie/programmes/community-services-programme-csp/> will be considered.