

June 2010
Ref: PMVT10-FO-SP

STUDENT PLACEMENT JOB DESCRIPTION

Title of post: Public Relations & Event Management Placement

Location: Mountjoy Square, Dublin 1

Date: September-December 2010

Hours: 20 hours per week, 12 week placement

Other: Travel allowance available

Under the supervision of the Head of Fundraising & Communications, this role will assist a small but busy fundraising team, playing an active role in supporting a wide range of fundraising campaigns and helping to build the profile of the charity. The post offers an excellent opportunity to develop PR, marketing, communications and event management skills.

Key duties:

Typical duties will include:

- Drafting press releases, co-ordinating media relation efforts, tracking media coverage, research, updating media mailing lists, community relations efforts, preparing marketing materials, co-ordinating photo opportunities etc.
- Supporting assignments in relation to the organisation's communications strategy.
- Assisting with fundraising events, campaigns and general office and administration duties.

Background to Peter McVerry Trust

Peter McVerry Trust was set up by Fr. Peter McVerry, over thirty years ago, to provide accommodation and support for young homeless people in Dublin. Fr. McVerry is a well-known social campaigner, advocating for the rights of some of the most marginalised and troubled young people in our society.

Mission Statement

Peter McVerry Trust is committed to reducing homelessness, the harm caused by drug misuse and social disadvantage, through its provision of housing and support services. The Trust's services are tailored to the needs of the individual, within a framework of equal opportunities, dignity and respect.

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Requirements:

Skills/Abilities

- The ability to multi-task and work as part of a team.
- Punctuality, reliability and flexibility as an employee are essential.
- Excellent communication skills, written and verbal.
- Experience with Microsoft Office applications.
- Good organisational skills – able to manage a diverse workload.

Qualifications/ Experience

- Students/graduates with background in PR, communications, marketing or related area.

Other

- Understanding of and commitment to the mission and objectives of Peter McVerry Trust.

To apply: Please send a cover letter and CV demonstrating your suitability for this role to the postal address below or email amconnolly@pmvtrust.ie by 20th August.

Anne-Marie Connolly
Head of Fundraising & Communications
Peter McVerry Trust
29, Mountjoy Square
Dublin 1