



Northside Community Enterprises (NCE Ltd)



#JOB-2433319



Multiple Locations



No of positions : 2



Paid Position



25 hours per week



To be Confirmed



11/02/2026



11/03/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : kkenny@nce.ie



Open your camera app & point here to view this ad online



Communications & Grants Executive

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

Multiple Locations :

- NORTHSIDE COMM ENTERPRISES, Redemption Road, Cork, Co. Cork, T23 YW62
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Job Title: Communications & Grants Executive

Reports to: Financial Controller and CEO

Location: Cork City – On Site

Contract: Fixed Term / Part Time (25 hours per week)

Salary: Negotiable, DOE

Role Purpose

The Communications & Grants Executive will play a pivotal role in promoting the charity's mission and securing funding to support its work. This role combines proactive communications, storytelling, and digital engagement with the preparation and management of grant applications, helping to raise the charity's profile and income.

Key Responsibilities

Communications

Assist in creating engaging content for digital channels, newsletters, social media, website, and print materials

Support campaigns that raise awareness, engage supporters, and promote fundraising initiatives

Collaborate with colleagues to capture stories and case studies that demonstrate impact

Monitor and report on communications performance metrics

Ensure all communications reflect the charity's brand, values, and tone of voice

Grants & Trusts

Research, identify, and maintain a pipeline of grant funding opportunities

Prepare and submit high-quality grant applications, working with teams to gather impact data and project information

Manage deadlines, reporting requirements, and relationships with funders

Track grants income and produce monitoring reports as required

Maintain records of all grant applications, approvals, and reports

Collaboration and Administration

Work closely with team leads to deliver integrated campaigns

Support the production of newsletters, reports, and promotional materials for stakeholders

Maintain accurate records and ensure compliance with relevant fundraising and data protection regulations

Contribute to team meetings and share ideas to improve communications and fundraising performance

Person Specification

Essential

Experience in communications, marketing, or fundraising (paid or voluntary)

Excellent written and verbal communication skills

Strong organisational skills and attention to detail

Ability to manage multiple priorities and meet deadlines

Ability to build positive relationships with internal and external stakeholders

Passion for the charity sector and its mission

Desirable

Experience with grant writing and working with trusts and foundations

Knowledge of social media platforms, digital marketing, and analytics tools

Understanding of impact measurement and reporting

Values & Behaviours

Commitment to equality, diversity, and inclusion

Collaborative and proactive approach

Professional, creative, and solution-focused

- **Sector:** other service activities

Career Level

- Not Required