



IRISH INTERNET HOTLINE COMPANY

LIMITED BY GUARANTEE



#JOB-2445241



Internet House, 26-34 Temple Bar, Dublin 2,

D02 E838



No of positions : 1



Paid Position



37.5 hours per week



38000.00-42000.00 Euro Annually



29/04/2026



27/05/2026

## How to apply

### Application Method :

Please apply to the vacancy by the following means:

URL :

<https://hotline.ie/job-vacancies/>



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



## Project Officer

### 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

We are seeking a highly organised and proactive Project Officer to support the delivery of key projects from planning through to completion and reporting. The role involves coordinating activities, monitoring progress, managing timelines, and ensuring effective communication between stakeholders. You will play a vital role in ensuring project objectives are met on time, within budget, and to the highest quality standards. This position requires excellent organisational skills, attention to detail, and the ability to work collaboratively in a fast-paced environment.

#### Key Responsibilities:

Assist the Senior Management Team in developing project plans, schedules, and budgets.

Coordinate and support the planning, implementation, and monitoring of Irish Internet Hotline projects and initiatives.

Liaise with Irish Internet Hotline staff, members organisations, and partner organisations to ensure effective delivery of projects and new initiatives for the Irish Internet Hotline.

Track project milestones, prepare progress reports, and flag any risks or issues to management.

Assist in developing and updating policies, procedures, and training materials for Irish Internet Hotline operations.

Ensure grant applications comply with all applicable regulations under EU/Irish directives.

Proficiency with grant management platforms or databases is desirable.

Monitor data collection, analyse trends, and support the preparation of reports for internal and external stakeholders.

Manage project documentation, records, and databases in line with confidentiality and data protection standards.

Prepare presentations and support documentation for senior management.

Contribute to the continuous improvement of Irish Internet Hotline services through feedback gathering and process reviews.

Ensure all project management software and reporting files are kept up to date.

Maintain accurate records within grant applications/databases, generate reports on grant activity and outcomes.

Other duties and responsibilities as determined by management.

Occasionally representing the company at related forums both nationally and internationally.

**Key Experience/Skills & Competencies:**

Experience with EU grants, particularly under the Digital Europe Programme.

Previous experience with funding proposals and identifying new funding opportunities.

Strong organisational and time management skills.

Excellent written and verbal communication.

Ability to manage multiple priorities in a fast-paced environment.

Analytical thinking with problem-solving skills.

Proficiency in project management tools (e.g., MS Project, Trello, Asana) and Microsoft Office Suite.

Attention to detail with a focus on accuracy and quality.

**Particulars of the Position:**

This position will be offered as a fixed-term full-time contract.

The role will have a 6-month probation period.

The post is based in Dublin & fully on-site.

37.5 hours and ASAP start.

- **Sector:** other service activities

**Career Level**

- Experienced [Non-Managerial]