



Bray Presbyterian Church



#JOB-2467455



St. Andrew's Presbyterian Church, Bray, Bray,
Co. Wicklow,



No of positions : 1



Paid Position



37.5 hours per week



41017.00 Euro Annually



03/09/2026



01/10/2026

How to apply

Application Method :

Not available



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online



Project Planner

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

Key Responsibilities

Develop and maintain project plans, timelines, milestones and implementation schedules.

Translate project objectives into defined activities, deliverables and measurable outcomes.

Coordinate community programmes, partnership initiatives and related project activities.

Monitor project progress against agreed timelines, objectives and performance indicators.

Analyse participation, engagement and programme performance data to identify trends and areas for improvement.

Evaluate programme outcomes and make recommendations based on project data and stakeholder feedback.

Coordinate relationships with schools, community organisations and other project stakeholders.

Identify and develop opportunities for longer-term community partnerships.

Plan volunteer, operational and other resource requirements across project activities.

Identify project risks, resource gaps and delivery issues and recommend appropriate actions.

Evaluate pilot initiatives and assess their potential to become sustainable recurring programmes.

Prepare regular project reports outlining progress, performance, risks and recommendations.

Maintain accurate project records, performance data and evaluation reports.

Assess operational and resource requirements for expanding successful programmes.

Support long-term project sustainability, including resource, leadership and funding planning.

Review overall project performance and recommend future improvements or development.

Plan and coordinate community engagement activities involving local families, individuals and hall users, ensuring activities are scheduled, appropriately resourced and aligned with overall project objectives and the mission of St Andrew's Church.

Plan, coordinate and evaluate outreach events, community gatherings and related project initiatives, including scheduling, resource planning, participation monitoring and post-event evaluation to inform future delivery.

Coordinate volunteer resource requirements across project activities, including recruitment planning, onboarding and deployment, ensuring sufficient volunteer capacity is available to support agreed

project timelines and programme objectives.

About You

Relevant third-level qualification in project management, business, community development or a related discipline.

Previous experience in project planning, programme coordination or project delivery.

Strong analytical and organisational skills with the ability to manage timelines, priorities and multiple project activities.

Experience in monitoring project performance, analysing outcomes and preparing reports.

Working Hours: 37.5 Hours Per week

Annual Salary: €41,017 per annum

Company: St. Andrew's Bray Congregation of the Presbyterian Church in Ireland (St. Andrew's Bray Presbyterian Church)

Job Location: St. Andrew's Presbyterian Church Quinsborough Road, Bray, Ireland

Start date: 16/11/2026

- **Sector:** other service activities

Career Level

- Entry Level