



**Job Title:** Project Manager

**Location:** *Working Remotely (up to 50% travel nationwide).*

**Hours:** Part-time (20 hours per week)

**Reports to:** CEO

**Salary:** €32,000

**Apply:** CV and cover letter (pref. PDF format) to [recruit@HUGG.ie](mailto:recruit@HUGG.ie) by Friday 17<sup>th</sup> April 2026 with **Project Manager** in the subject line.

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## About HUGG

HUGG is Ireland's national suicide bereavement organisation. Established in 2018, HUGG provides unique, suicide-specific support through peer-led support groups, a telephone line, an information hub, research, advocacy, and education. All our staff and volunteers have lived experience of suicide, bringing deep empathy and understanding to those who turn to us. We are the only national organisation dedicated to suicide bereavement support.

HUGG works to support the HSE's national strategy to reduce suicide in Ireland.

## About the Role

This is a hands-on, part-time leadership role (3 days/week) 12-month fixed-term contract, with possibility of extension based on project funding and performance.

An experienced Project Manager who will oversee 2-key projects:

### *Volunteer Recruitment Campaign*

Grow our volunteer base in 2026, with a focus on recruiting and onboarding 30 HUGG Volunteers.

T: (+353) 1 513 4048 E: [info@HUGG.ie](mailto:info@HUGG.ie) W: [www.HUGG.ie](http://www.HUGG.ie)



### *Telephone Support Line Development*

Design, launch, and manage a new national peer-to-peer telephone support service for people bereaved by suicide.

You'll work closely with HUGG's CEO, staff, volunteers, and key stakeholders to ensure both projects are delivered on time, within scope, and with the highest standards of quality and compassion.

## **Key Responsibilities**

### **1. Volunteer Recruitment Project**

Develop and execute a comprehensive volunteer recruitment strategy to attract and retain volunteers for HUGG's support groups and outreach efforts. This includes targeted marketing initiatives, outreach events, and partnerships to raise awareness of volunteering opportunities with HUGG.

Focus on recruiting HUGG Volunteers: Ensure that recruitment efforts specifically increase the number of trained Support Group Facilitators (volunteers who co-facilitate suicide bereavement support groups) and HUGG Champions (volunteer who provide support at HUGG Walks, Pop Up Cafes and Creative Workshops, raise awareness and represent HUGG at events).

Enhance the volunteer onboarding and training process: Work with HUGG's Groups team to schedule and facilitate training sessions for new volunteers (e.g., group facilitation skills, active listening, suicide bereavement awareness, safeguarding). Ensure volunteers complete required training.

Track volunteer growth: Develop a plan with monthly and quarterly goals. Track recruitment metrics (number of applications, training completions, active volunteers, etc.) and adjust tactics as needed to meet goals.

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## **2. Telephone Support Service Project (New Peer to Peer Support Helpline):**

Project design and planning: Develop a detailed project plan for the creation of HUGG's Peer-to-Peer telephone support service. Define the service scope (hours of operation, target users, support framework), objectives, and key milestones – such as technology setup, pilot testing, and launch date. Ensure the plan aligns with HUGG's mission and complements our existing Telephone Support Service.

Service implementation and operations: Oversee all steps to launch the helpline, including selecting a phone platform, establishing protocols for handling calls, and setting guidelines for volunteers providing peer-to-peer support.

## **3. Project Management & Reporting**

Manage project budgets and resources in collaboration with HUGG's Operations Manager

Coordinate with internal and external stakeholders.

Identify and mitigate risks; ensure compliance with all relevant standards.

Maintain documentation and deliver regular progress reports.

## **What We're Looking For**

### **Essential**

NFQ Level 8 degree in a relevant field (e.g. Project Management, Health Services, Social Sciences, Business Management, HR).

Minimum 3 years' experience in project management or programme coordination.

Proven ability to lead projects from concept to successful delivery.

Experience in the non-profit, mental health, or community health sectors.

Strong volunteer management experience, or in leadership role.

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Excellent communication, leadership, and organisational skills.

Familiarity with safeguarding, GDPR, and quality standards in service delivery.

Driving licence and access to transport is an advantage.

### **Desirable**

Project management certification (e.g. PMP).

Experience with CRM database (Salesforce)

Experience launching helplines or peer support services.

An understanding of suicide bereavement

### **Why Join HUGG?**

Be part of a small, passionate team making a real difference.

Flexible, remote working

Salary aligned with HSE Grade VII scale (pro-rata).

Supportive, values-driven culture centred on hope, unity, and trust.

Opportunity to shape two transformative national projects.

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### **How to Apply**

Please send your CV and a cover letter (PDF preferred) outlining your experience and motivation to [recruit@HUGG.ie](mailto:recruit@HUGG.ie), subject line: Project Manager.

Shortlisted candidates will be invited to interview, which may include a short presentation or scenario-based task.

**Application Deadline: Friday 17<sup>th</sup> April 2026**

T: (+353) 1 513 4048 E: [info@HUGG.ie](mailto:info@HUGG.ie) W: [www.HUGG.ie](http://www.HUGG.ie)



## **Project Manager (Part-Time, 12-Month Contract)**

HUGG is Ireland's national suicide bereavement charity. In 2026, we're launching two major initiatives—and we're looking for a compassionate, experienced Project Manager to lead them.

You'll oversee:

- A national Volunteer Recruitment Campaign
- The design and launch of a new Peer-to-Peer Telephone Support Line

Part-time (3 days/week) | Remote (with travel) | Nationwide | Salary aligned with HSE Grade VII (pro-rata)

Ideal for someone with project management experience in the non-profit, mental health, or community sectors—especially if you've worked with volunteers or helplines.

Apply by: Friday 17<sup>th</sup> April 2026

[Full job description \(link here\)](#)

Send CV + cover letter to: [recruit@HUGG.ie](mailto:recruit@HUGG.ie) (Subject: Project Manager)

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