



An Roinn Gnóthaí Eachtracha Department of Foreign Affairs

Events Coordinator Embassy of Ireland, Paris

Applications are invited for a permanent, full-time Events Coordinator (contrat à durée indéterminée - CDI) at the Irish Embassy in Paris. The successful candidate will work closely with the embassy team in coordinating events at one of Ireland's busiest missions, located at one of the most prestigious addresses in Paris. The embassy team works with a wide range of partners including other government departments, community organisations, business, state agencies and cultural institutions to promote Ireland, in-person and online.

The Embassy of Ireland, Paris represents Ireland's interests in France and Monaco. We serve the Irish people, promote their values and advance their prosperity and, provide the Government of Ireland with analysis, capabilities and influence. Our organisational values are: Diversity; Integrity; Leadership; Service; and Excellence.

Main duties and responsibilities:

- Organise, coordinate and supervise Embassy events, including efficient calendar management of events;
- Welcome guests to the embassy;
- Provide high-level professional maître d'hôtel services for embassy events;
- Liaise with external suppliers to source supplies and personnel for events;
- Financial and budget reporting of events to accounts officer;
- Work closely with the Ambassador and embassy team to ensure high standards of event management are maintained. Suggest improvements to event management;
- Stock management and reporting;
- Working with the relevant staff to ensure that both public and private areas of the Residence and Embassy are kept presentable;
- Liaising with external service providers to ensure the smooth running of the Embassy facilities, ensuring that maintenance schedules are met and supervising contractors while onsite;
- Support the embassy team to manage the facilities, take initiative to identify and implement improvements; and
- Any other duties as required.

Qualifications/experience/competencies required:

A: Essential

- Candidates must have a hospitality or related qualification;
- Candidates must have a minimum of 1 year relevant experience;
- Native French or English and C1 level in the non-native language. Shortlisted candidates will be tested;
- Excellent organisational skills, imagination and initiative;

- Excellent interpersonal skills;
- Excellent administrative and computer skills;
- Ability to follow instructions and implement routines as directed;
- Evening and some weekend work will be required;
- Knowledge of Ireland;
- The successful candidate must have the right to live and work in France.

B: Desirable

- Previous experience working in an international environment;
- Previous experience working in hospitality at a prestigious level.

Salary:

The basic gross salary will be € 2,366.32 per month. The statutory probation period will apply.

How to apply:

Please apply by sending a CV with an accompanying cover letter and at least two work referees by **close of business** on 28 January 2022. Your cover letter should describe your suitability for the role and should not exceed 1 page.

Applications should be sent by **email** only to **[administrationparis\[at\]dfa\[dot\]ie](mailto:administrationparis[at]dfa[dot]ie)** with the subject line "**Events Coordinator**".

Candidates will be shortlisted for interview (video conference) and language testing. Please note that only shortlisted candidates will be contacted.

Any attempt, direct or indirect, by or on behalf of a candidate to influence the selection process will automatically disqualify the candidate.

The Embassy of Ireland reserves the right to re-advertise or extend the call for applications.

Selection Process:

Depending on the number of applications received, a short-listing of candidates to be called for a competency-based interview may be undertaken based on the Essential Requirements above.

Equal Opportunity: Reasonable accommodation request

The Embassy of Ireland is committed to a policy of equal opportunity for people with disabilities. If you require a reasonable accommodation in order to participate in this selection process please email **[administration\[at\]dfa\[dot\]ie](mailto:administration[at]dfa[dot]ie)** when you are submitting your application stating the accommodation(s) required.

Data Protection Acts/GDPR:

All personal information received will be kept in line with GDPR guidelines. Further information is available in the linked [Data Privacy Notice](#).

Security Clearance:

Police vetting will be sought in respect of individuals who come under consideration for appointment. Enquiries may also be made with the police force of any country in which the applicant under

consideration for appointment resided. If unsuccessful this information will be destroyed. If the applicant subsequently comes under consideration for another position they will be required to supply this information again.

Please note that canvassing will disqualify applicants.
The Embassy of Ireland, Paris, is committed to a policy of Equal Opportunity