



Fighting Heart Disease & Stroke

Interreg
North-West Europe



Co-funded by
the European Union

Heartsafe NWE

PROJECT EXECUTIVE (FULL-TIME)

GALWAY / HYBRID



About Croí

Croí is an award-winning, not-for-profit, Irish Heart & Stroke Foundation based in Galway (Registered Charity Number 20016616).

Our **vision** is an end to premature death or disability from cardiovascular disease in Ireland.

Our **mission** is to prevent heart disease and stroke, save lives, and empower and support people, families, communities and future generations to take control of their health and well-being.

Since its genesis in 1985, Croí has developed an expertise in cardiovascular disease and stroke prevention, early detection and intervention, and built a dynamic and energetic multi-disciplinary team committed to excellence in all areas of our work, which has been recognised by a variety of national and international healthcare and innovation awards.

Croí is a project partner in Heartsafe 2.0 (HS2.0), a major EU Interreg North-West Europe funded project focused on improving survival rates from Out-of-Hospital Cardiac Arrest (OHCA) by strengthening and professionalising Community First Responder (CFR) systems and expanding Automated External Defibrillator (AED) coverage.

We are now recruiting a Project Executive to lead and coordinate the delivery of the Heartsafe 2.0 project in Ireland, working with key stakeholders across the West and North-West Region.

Join us and make a real difference in improving OHCA survival and strengthening community-based emergency response networks and systems while working with a dynamic and progressive organisation.

If you want to work with an organisation that believes what you believe, is moved by the power of purpose, cares about helping and supporting people, has great ideas, and is passionate about your future professional growth, we would love to hear from you!

The Role

The Project Executive will play a central role in the delivery of Heartsafe 2.0 (HS2.0) in Ireland. HS2.0 is a transnational project working across the Netherlands, Ireland, Belgium and Germany, led by the Dutch Heart Foundation, and involving partners including STAN Global, KU Leuven, HealthRegion CologneBonn, Björn Steiger Foundation and Philips.

The project addresses the shared European challenge of low survival rates after Out-of-Hospital Cardiac Arrests (OHCA), particularly in rural and underserved areas where

emergency systems are fragmented, AED access is limited, and volunteer responder networks are underdeveloped.

The Project Executive will coordinate Croí's contribution across the three main pillars of the project:

Work Package 1: Heartsafe Strategy, Regional Action Plans and Quality Framework

Work Package 2: Implementation of digital solutions including real-time analytics and post resuscitation support.

Work Package 3: Community building through training, public engagement and awareness campaigns

This role will be based in Galway City, with flexible hybrid working options available, and will involve travel across the West and North-West region and occasional international travel for transnational meetings and project activities.

This is a specific purpose, fixed-term, contract which will run to the end of 2029. The Project Executive will report directly to the Croí CEO and will work closely with the Senior Management Team and wider Croí team to ensure effective delivery of the Heartsafe 2.0 Project.

Principal Duties & Responsibilities

Project Delivery & Coordination

- Lead the day-to-day planning, delivery and coordination of Heartsafe 2.0 activities in Ireland, ensuring all work is delivered on time, within scope, and aligned with Croí and Interreg NWE requirements.
- Working in close collaboration with the wider project consortium and lead partner on the coordination and delivery of the project.
- Coordinate Irish pilot activities in selected locations in the West/North-West, supporting the expansion of Community First Responder networks and AED coverage.
- Develop and maintain detailed project workplans, timelines, implementation trackers and risk registers.
- Ensure strong internal coordination across Croí teams involved in project delivery, including communications, programme delivery, and management.

Stakeholder Engagement

- Build and maintain strong working relationships with key stakeholders including Local Authorities, the HSE National Ambulance Service, existing CFR groups, community organisations, volunteers, and other regional partners.
- Represent Croí at local, national and transnational HS2.0 meetings, workshops and events.
- Support stakeholder mobilisation and engagement activities across the pilot region, ensuring inclusive participation in training, awareness and system development.

Training, Community Building & Public Engagement

- Coordinate the delivery of project training and capacity-building activities, aligned to the HS2.0 modular training programme (online and in-person).
- Support CFR recruitment, training coordination, and AED registration/deployment activities.
- Work closely with Croí's communications team to deliver public engagement and awareness activities, including local and social media, campaign roll-out and community outreach.

Digital Platform Implementation Support

- Coordinate Croí's role in the deployment of HS2.0 digital solutions in Ireland, as appropriate, and in consultation with partner organisations.

Monitoring, Reporting & Compliance

- Ensure accurate monitoring and documentation of all project activities, outputs and outcomes is aligned with Interreg NWE reporting requirements and Croí governance processes.
- Support collection and management of project data (training numbers, CFR engagement, AED registrations, stakeholder participation, etc.).
- Prepare progress reports, meeting notes, and contribute to project deliverables as required by Croí and the wider consortium.
- Support financial monitoring and administrative compliance for Croí's HS2.0 budget and activity delivery, working closely with Croí's Finance Director.

Quality, Sustainability & Scale-Up

- Contribute to the development of the Heartsafe Quality Framework and regional action planning, ensuring outputs are realistic, implementable and aligned with Irish policy and practice.
- Support the development of sustainable and scaled-up pathways for HS2.0 outputs beyond the pilot phase, including national roadmaps and stakeholder adoption planning.

Professional Standards

- Take professional responsibility for all aspects of your work, following Croí's policies, procedures, and best-practice standards.
- Maintain and develop your professional skills and knowledge through ongoing continuing professional development (CPD) as appropriate.

Skills & Competencies

The post holder will be required to demonstrate:

- Excellent project coordination and delivery skills, with the ability to manage multiple workstreams simultaneously.
- Strong stakeholder engagement and partnership development skills, including experience working across public, voluntary and community sectors.
- Strong written communication skills, including experience preparing reports, project documentation and deliverables.
- Strong planning, organisation and problem-solving skills, with attention to detail and an ability to meet deadlines.
- Confidence in supporting delivery of training and community engagement activities.
- Ability to work independently and as part of a multidisciplinary team.
- Excellent IT skills including Microsoft Office and confidence using online platforms and databases.
- A proactive, adaptable and collaborative working style.

Requirements

The post holder must:

- Have a third level qualification in a relevant discipline (e.g. health, public health, community development, project management, emergency care, social sciences, or similar)
- Have at least 3 years relevant experience in a project coordination / implementation role (ideally in health, community, emergency response, or EU-funded programmes)
- Demonstrate experience working with multiple stakeholders across regions and organisations
- Have the professional and administrative capacity to fulfil the functions of the role
- Hold a full clean driving licence and have access to their own car (essential)
- Be willing and able to travel across the West and North-West region and occasionally internationally as required by the project

Desirable

- Experience working in, with, or alongside Community First Responder (CFR) networks and/or Out-of-Hospital Cardiac Arrest (OHCA) response systems
- Experience working with emergency medical response stakeholders (e.g. ambulance services, local authorities, civil defence, first responder groups, AED programmes)
- Experience supporting the delivery of training, public engagement or volunteer mobilisation programmes
- Experience working on EU-funded projects (Interreg, Horizon, Erasmus+, etc.), or projects with international partnerships.

Benefits of Working with Croí

Croí is committed to providing a supportive and positive working environment, where staff are encouraged and enabled to develop, contribute and thrive.

Benefits of working with Croí include:

- Supportive and positive team environment, with full induction provided
- Competitive remuneration packages
- Ongoing learning, training and professional development opportunities
- Career progression opportunities
- Attractive annual leave allowances
- Paid Maternity and Paternity Leave

- Automatic enrolment in the new Government initiative pension savings scheme with increased employer contribution after 2 years service.
- Hybrid working arrangement if practical, depending on role
- Gold Certified Cycle Friendly Employer (EU Initiative)
- Supports for sustainable commuting, including Bike to Work Scheme, onsite showers, changing facilities and lockers
- Free onsite parking and EV charging points
- Social events and activities
- Employee Assistance Programme

Remuneration

Salary: Competitive salary package (in the region of €50,000 per annum), dependent on experience.

This is a specific purpose, fixed-term, contract which will run until the end of 2029.

The role is based in Galway. Hybrid working is available.

To Apply

To apply, please send your CV, with a cover letter, to careers@croi.ie.

CLOSING DATE: Tuesday, May 5th, 2026, at 4 pm.

For informal enquiries please contact Lizanne Dunleavy, Croí Director of Finance & HR at lizanne@croi.ie

A desktop shortlisting process may be carried out prior to interview stage. Attendance at interview will be at the candidate's own expense.

This job profile will be subject to review in accordance with service developments and is neither restrictive nor definitive, but rather a guide to the general range of duties required.

To learn more about Croí, please visit www.croi.ie.