

Weekly Socials & Community Online Co-Ordinator

Job Description

Position Description

Irish Community Services wishes to appoint a member of staff to the Weekly Socials and Community Online Project with responsibility for the delivery of weekly social group events. The Co-Ordinator will need to hit the ground running in order quickly to provide and lead online and offline social activities for our members and clients, providing safe and welcoming events. We have a full programme of events that run weekly which include 2x Luncheon clubs, a Café, a Tea Cake Club and more. We also have monthly events that include a Fish & Chip Friday Social event, a Book Club and we have a programme of Online Events that take place every week.

The postholder will be in charge of delivering offline as well as online activities and groups as part of the weekly socials project and for assigning roles and task to the volunteers who are supporting it.

The person appointed will be managed by the Weekly Socials Manager to ensure the smooth operation of the service.

We are looking for someone with a warm, practical and can-do attitude. The person needs to be a good problem solver, be used to working under pressure and have experience managing volunteers. The person will need to have a good understanding of Health & Safety, Risk Assessments, Petty Cash Management and co-ordinator groups.

Major Areas of Responsibility

- Designing activities suitable for group participation in an online environment
- Delivery of weekly socials event programme 2026.
- Identifying obstacles to participation and implementing solutions.
- Assigning tasks to volunteers to support the service.
- Providing supervision to project volunteers.
- Co-Ordinating volunteer support for the groups.
- Preparing plans for a transition to physical meetings of groups

Primary Objectives

To project manage a programme of social activities for groups, including existing groups, that are unable to meet physically.

To encourage members and clients to use information technology to participate fully in online activity.

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To foster and build the confidence of participants to use social media and information technology

To design and deliver events and activities that could be offered to small groups gathering physically when it is safe to do so, including the catering of food and refreshments on such occasions.

Specific Responsibilities of the Job

- Operating within agreed budgets and determining expenditure
- Reporting operational challenges to the Manager for resolution
- Following up and implementing decisions and instructions from the Director
- Preparing materials and resources for activities
- Arranging distribution of materials to event participants
- Managing the logistics for all our in-person events.
- Undertaking project tasks as required.
- Ensuring activities operate within and adhere to internal frameworks and requesting supporting documentation as required.
- Assess risks and issues and provide solutions where applicable.
- Ensure participants are fully involved and engaged in each activity/event
- Create an activity calendar for circulation weekly
- Assign tasks to volunteers and oversee their delivery
- Undertaking any other duties of the office as required by the Director, which can include answering office calls, and supporting with mail outs etc.

Required Knowledge, Skills, and Abilities

- Substantial related experience.
- Excellent interpersonal skills.
- Experience working with and supporting people of all ages and abilities.
- Excellent verbal and presentation skills.
- Ability to work effectively both independently and as part of a team.
- Experience using computers for online communication or willingness to learn the required skills.
- Competency with Microsoft applications including Word, Excel, PowerPoint, and Outlook.
- Ability to work within tight deadlines.
- Ability to resolve conflict and mediate in disputes.
- Ability to remain calm under pressure
- Ability to organise and manage own workload

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- Ability to integrate the requirements of the organisation, colleagues and line manager into own operational activities.
- Ability to integrate the project into the organisation's community engagement framework
- Knowledge and understanding of community engagement theory and practice.
- Ability to drive and access to a car.

Work Environment

This is a full-time position, and you will be expected to work Monday to Friday from 9am until 5pm in the office. Annual leave is 25 days per leave year pro rata exclusive of bank holidays. 1 hour unpaid lunch break per day. The starting salary is £26,000 per annum with yearly increments dependent on performance.

You will be enrolled in a workplace pension. Arrangements for annual leave and other leave will be in accordance with the standard terms of employment of the charity.

Conclusion

For a discussion on this role please contact Shauna Mulligan at director@irishcommunityservices.org.uk

For an application form please visit our website at www.irishcommunityservices.org.uk