

Job Title: Weekly Socials Manager

Employer: Irish Community Services

Reports to: Executive Director

Hours: Monday – Friday. (9am – 5pm) with some occasional evening work for specific events.

Salary: circa £28,000 - £29,500 per annum, dependent on experience.

Overview:

Irish Community Services is seeking a dedicated **Weekly Socials Manager** to lead one of its most popular outreach initiatives, supporting communities in Greenwich, Bexley, and Lewisham. This key role will involve managing, supervising, and delivering the Weekly Socials Project and its related initiatives to promote social inclusion, intergenerational connections, and community engagement. The manager will also oversee activities that raise awareness, support isolated and vulnerable Irish individuals, and coordinate major events. Leadership, strong operational management, and regular reporting on project impact are essential to the role.

The Weekly Socials Manager will be responsible for designing and delivering both in-person and online activities, organizing group events, and assigning tasks to supporting volunteers. This position encourages creativity, inviting the manager to develop new weekly activities that engage members with technology and innovative social experiences.

Working closely with the Weekly Socials Coordinator, the successful candidate will ensure seamless delivery of services. We are looking for a warm, practical, and proactive individual with a can-do attitude who is eager to make a positive impact in our community.

Key Responsibilities:

Project Management and Oversight:

- **Manage and Monitor Weekly Socials Project:** Ensure the efficient and consistent operation of the Weekly Socials Project, ensuring quality, relevance, and positive impact on the Irish community.
- **Lead Staff Supervision:** Oversee and support the WS Coordinator and Chef, ensuring the smooth delivery of weekly social activities.
- **Community Online Project Delivery:** Spearhead the online component of community engagement, fostering inclusivity and digital connection among community members.
- **Intergenerational Project Leadership:** Serve as the primary staff member managing intergenerational projects, connecting older and younger generations.
- **Awareness-Raising Initiatives:** Lead ICS initiatives for Awareness Days, raising visibility on community and social issues.
- **Finance and Project Budget:** Oversee and manage weekly social project budgets, including monitoring project spending, approving invoices, and maintaining accurate records of petty cash usage to ensure alignment with charity financial guidelines and objectives.

Event Coordination

- **Major Event Planning and Management:** Lead planning and execution for key social events, including Christmas and St. Patrick's Day gatherings, ensuring their alignment with ICS's mission and community goals.
- **Quarterly Newsletter Management:** Manage and execute mail merges for the ICS quarterly newsletter, coordinating content that reflects the organization's impact and news.

Volunteer Coordination and Group Management

- **Volunteer Coordinator:** Recruit, support, and supervise volunteer groups that assist with the Weekly Socials Project, ensuring engagement and alignment with ICS goals.
- **Volunteer Supervision and Support:** Provide group supervision, fostering a collaborative, supportive environment.
- **Quarterly Feedback Collection:** Coordinate and compile quarterly feedback from all volunteer and client groups under the Weekly Socials Project.

Client Engagement and Outreach

- **Outreach to Isolated Community Members:** Identify, reach, and engage isolated and vulnerable Irish individuals, fostering a sense of community.
- **Client Check-In Calls:** Maintain regular check-ins with assigned clients, using the RAG report and ICS client database to track and document well-being.
- **Data Entry and Monitoring:** Input and manage data in ICS systems (e.g., Lamplight), ensuring accurate reporting and follow-up for case management and project tracking.

Administration and Reporting

- **Monthly Reporting to Director:** Compile monthly project impact reports, highlighting successes, challenges, and opportunities for growth.
- **ICS Representation:** Represent ICS at relevant external meetings, promoting the organization's mission and strengthening community partnerships.
- **Compliance and Policy Adherence:** Uphold ICS's Equal Opportunities Policy and all related procedures, ensuring inclusivity and ethical conduct in all activities.

General and Other Responsibilities

- **Team Collaboration:** Participate in team meetings, sharing insights, updates, and feedback to enhance overall project outcomes.
- **Written and Oral Reporting:** Provide reports as required, in line with project needs and manager's direction.
- **Training and Development:** Undertake relevant training as arranged by the line manager to stay current on best practices and enhance skills.
- **Supporting ICS Projects:** Provide support to additional ICS projects when needed, maintaining a collaborative and flexible approach to organisational needs.

Required Knowledge, Skills, and Abilities

- Substantial related experience or good transferrable skills.
- 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
- Ability to integrate the requirements of the organisation, colleagues and line manager into own operational activities.

Work Environment

This is a full-time position, and you will be expected to work Monday to Friday from 9am until 5pm. Annual leave is 25 days per leave year pro rata exclusive of bank holidays. 1 hour unpaid lunch break per day.

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, please contact Shauna Mulligan at director@irishcommunityservices.org.uk

To apply for this position please visit our website for an application form:
www.irishcommunityservices.org.uk

We warmly welcome applications from all members of the community, embracing diversity and inclusion as essential to our mission at Irish Community Services.