

Job Title: Weekly Socials Co-ordinator

Location: Bexley, Greenwich & Lewisham boroughs.

Organisation: Irish Community Services (ICS)

Employment Type: Full Time, Monday to Friday (9am-5pm)

Reports to: Weekly Socials Manager

Salary: circa £26,000 - £27,500 per annum, dependent on experience.

Overview:

Irish Community Services (ICS) seeks a dynamic and compassionate **Weekly Socials Coordinator** to manage, coordinate, and develop the social groups and activities for the Irish community in Greenwich, Bexley & Lewisham. The role will involve direct oversight of weekly events, volunteer coordination, community outreach, and administrative tasks. A core focus of this position is to foster social inclusion, provide supportive engagement, and enrich the lives of our clients and community members.

This role is a fantastic opportunity to make a meaningful impact in the lives of Irish individuals within the Greenwich & Bexley communities. If you are a proactive, organised, and compassionate individual who enjoys building connections and fostering community spirit, we'd love to hear from you!

Key Responsibilities:

Social Group Coordination:

- **Weekly Lunch Club Coordinator** - Oversee planning and operations for weekly lunch clubs, providing a welcoming environment for attendees.
- **Fish & Chip Friday Coordinator** - Organise and manage the weekly Fish & Chip social gatherings.
- **Tea Cake Club Coordinator** - Coordinate this weekly group, ensuring a relaxed and inclusive setting for all participants.
- **Aggie's Café Supervisor** - Manage the smooth operation of Aggie's Café, ensuring excellent service and community spirit.
- **Book Club Lead** - Facilitate book club activities, encouraging participation and discussion.

Event & Volunteer Coordination:

- **Holiday & Community Event Support** - Provide support for major events, including Christmas and St. Patrick's Day celebrations.
- **Volunteer Coordination** - Recruit, train, and supervise volunteers for each social group, ensuring they understand ICS's values and policies.
- **Volunteer Group Supervision** - Provide ongoing support and group supervision for volunteer groups to ensure smooth event operations.

Administrative Duties:

- **Database Management** - Maintain accurate records in ICS's data systems, including event attendance, call logs, and volunteer and client interactions, following ICS policies.

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- **Financial Oversight** - Responsible for handling petty cash for all groups, approving related invoices, and maintaining accurate financial records.
- **Case Load Management** - Conduct weekly check-in calls to a designated client case load, using the RAG report and client database to track and record client interactions and concerns.

Outreach & Community Building:

- **Community Outreach** - Identify and engage isolated or vulnerable Irish community members, building connections and encouraging participation in social activities.

General Duties:

- Attend team meetings, contribute to discussions, and provide reports (written or oral) as requested by the line manager.
- Assist with other ICS projects as needed and adapt to changing responsibilities in alignment with the charity's objectives.
- Adhere to ICS's Equal Opportunities Policy and all other relevant policies and procedures.
- Be open to professional development and relevant training as determined by the line manager.

Qualifications & Skills:

- **Experience in Community or Volunteer Coordination** - Prior experience in a similar role within a community-focused organisation or charity.
- **Excellent Communication Skills** - Strong interpersonal skills, with a warm and engaging approach to connecting with clients, volunteers, and the wider community.
- **Organisational Ability** - Strong multitasking skills with a detail-oriented approach to managing schedules, events, and administrative tasks.
- **Financial Acumen** - Comfortable handling petty cash and approving invoices, with accuracy in financial record-keeping.
- **Familiarity with Databases** - Experience with data management systems such as Lamplight, or a willingness to learn.

Other Requirements:

- Commitment to ICS's mission of supporting the Irish community and fostering social inclusion.
- Flexibility to work occasional evenings or weekends for major events or activities.
- Sensitivity to cultural diversity and inclusivity within the Irish community.

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.