



BOYLE FAMILY RESOURCE CENTRE

Job Description

Job Title	Engagement and Communications Officer
Location	Boyle Family Resource Centre, Boyle, Co. Roscommon (onsite)
Reporting to	Manager/ Board of Directors
Our vision	An inclusive community where children, individuals, couples and families embrace life, achieve their full potential and contribute to the society in which they live.
Terms and Conditions	<p>Contract: Permanent – part time subject to adequate and sustainable funding.</p> <p>Probation: 9months, with reviews at 3 and 6 months.</p> <p>Hours: 21 Hours per week Monday to Wednesday inclusive. 9am to 5pm.</p> <p>Salary: €33,139 Prorata.</p> <p>Garda Vetting: The position is subject to the completion of a satisfactory Garda Vetting process.</p>
Employee Benefits	<p>Pension: Access to a contributory pension scheme - PRSA, 10% Employer contribution, min 5% employee contribution</p> <p>Annual Leave: 25 days(prorata) including shut down period of 4 days in August and two weeks at Christmas/New Year.</p> <p>EAP: Access to an employee assistance programme.</p> <p>Bike to work scheme.</p> <p><i>Supportive Team Environment with induction for new staff.</i></p>

Role & Responsibilities**Office**

- To work to ensure the smooth running of reception.
- To deal with enquiries and maintain a record of enquiries
- Greet people calling to the Centre, address their queries, signposting, information sharing and recording of same.
- Maintain a diary of events, timetables and room bookings.
- Perform general secretarial duties including word processing, minute taking, correspondence, printing and photocopying.
- Ensure the proper functioning of the information technology systems in the Centre.
- Ensure that the Centre is supplied with the necessary equipment and supplies
- Maintain records and files as required.
- Ensure office is staffed and phone lines manned at agreed times.

Information/Communications

- Ensure all displayed information is updated and relevant
- Facilitate the use of the Centre as a resource to the community
- Ensure through administrative processes, that there is effective communication in the Centre, between the Centre and the public and other agencies and services
- Provide administrative support to the team when requested by Manager
- Updating and maintaining social media, websites, print publications etc.

Finance and Governance

- Experience in applying for and meeting conditions of Grant applications
- Maintain and oversee policies and procedures in conjunction with the Finance & Clerical Officer and Manager.
- Development and Implementation of policies, procedures relevant to the work of the Centre; including Charity Regulator, Governance Code, GDPR
- Support to the Board of Directors.
- Knowledge of Recruitment, organisation and Garda Vetting of Volunteers

General

- Knowledge and experiences of working in the Community & Voluntary Sector and how it works.
- Establishing, facilitating groups and workshops.
- Organising events and representing the Centre when required.
- To ensure administrative deadlines are met
- Participate fully as a team member
- Experience of working in a busy office environment where multi-tasking is a way of working
- Perform any other duties that may be deemed necessary by the Manager/ Voluntary Board of Directors.

Required Skills and Experience	<ul style="list-style-type: none"> • Good organisational and administration skills with careful attention to detail. • Calm, compassionate, and welcoming manner. • Must have strong computer skills, including proficiency in using Microsoft Office. • Capacity to complete work in a timely manner. • Proficient communication and interpersonal skills • Ability to take responsibility for ensuring that work is completed to a high standard. • Ability to work on their own initiative and a strong ability to work with a team. • Group facilitation skills. • Organised and flexible in meeting multiple demands. • Experience in working with databases and advantage. • Knowledge of payroll systems an advantage. • Demonstrate a belief and enthusiasm for the work of Boyle FRC and adhere to the core values of Boyle FRC • Experience of working with and supporting groups either paid or voluntary. • At least three years relevant work experience.
Integrity and Trustworthiness	<ul style="list-style-type: none"> • Leads by example in terms of honesty and compassion in dealing with others. • Exercises good judgment and maintains confidentiality. • Insists on integrity at all levels of their work.
Application Process	<p>How to apply:</p> <p>Candidates must email their C.V. and Cover Letter to recruitment@boylefrc stating in the subject line of the email ‘Engagement and Communications Officer [name]’</p> <p>In your cover letter, please outline your suitability for this role as per the job description above and any other relevant information.</p> <p>The closing date for applications is Wednesday 7th February 2024</p> <p>Garda Vetting, and satisfactory references, will be sought prior to the successful candidate taking up the post.</p> <p><i>Boyle FRC is an equal opportunities employer which means we do not discriminate based on age, race, colour, religion, ethnicity, national origin, sex, sexual orientation, or physical/mental disability. We are committed to a diverse and inclusive workplace for all.</i></p> <p><i>All documentation received by Boyle FRC will be processed in accordance with the Data Protection Acts, 1988 and 2003 General Data Protection Regulation (GDPR; 2018). The information will only be used by Boyle FRC in the processing of job applications and for ongoing administrative purposes with job candidates</i></p>