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**JOB TITLE: Community Engagement Coordinator (Older People)**

**RESPONSIBLE TO:** Community Engagement Manager

**RESPONSIBLE FOR:** ICCM’s Irish Cultural programmes and events

**HOURS OF WORK:** 21 hours a week including evenings and weekends as necessary

**SALARY:** £25,629 pro rota

**ANNUAL LEAVE:** 26 days plus bank holidays (pro rata)

**PLACE OF WORK:** ICCM’s895 Stockport Road, Levenshulme M19 3PG

**Job Description:**

This post will continue our support for the older Irish community in Manchester.

The post will ensure the ongoing success of our existing community projects in particular our weekly lunch groups delivered on Monday, Tuesday and Wednesday at three locations across Manchester (Cheetham Hill, Fallowfield and Levenshulme).

This new post will enable ICCM to extend our community engagement offer in providing social activity within the lunch groups as well as other community activities targeted to the older Irish community. Engaging people to reduce social isolation, improve health and live well.

**Key Responsibilities:**

This will be done by establishing the following groups, events and partnerships:

* Enhance our existing lunch club provision to ensure greater connection with the Irish community and provide awareness of support available to older Irish people in Manchester.
* Raise our profile and develop relationships with the established events across Manchester.
* Widening engagement through outreach with other community groups.
* Monitor and identify the current and changing needs of the older Irish community to ensure ICCMs program supports those needs
* Monitor and report on outcomes and impact of activity.
* Promoting Irish culture through partnership and coproduction with arts practitioners and community organisaitons which serve older communities.
* To promote the wider work of ICCM, facilitating pathways to support where needed.
* To be aware of and maintain best practice in safeguarding.
* To commit to continuous professional development and keep up to date with best practise in the sector.
* To attend relevant conferences and seminars locally, regionally and nationally as directed by line manager.
* To participate and engage in supervision and appraisal provided by the manager
* To work as an accountable member of the staff team, working within the charity’s policies and procedures
* It is the nature of the work at ICCM that tasks and responsibilities are in many circumstances unpredictable and varied. All staff are therefore expected to work in a flexible way, when the occasion arises, when tasks not specifically covered in their job have to be undertaken.
* To ensure you fully embrace ICCM’s values in all your work.

**Person Specification**

**Please demonstrate how you meet all of the following to be shortlisted for interview**

**Core competencies**

* Be an integral team member to support colleagues, share knowledge, experience and skills.
* Effective and professional communicator with excellent writing skills, verbal and e-mail communication in a professional manner representing the charity to build and sustain reputation.
* Personable, motivating and professional to develop strong, positive relationships with all staff members, external stakeholders and beneficiaries.
* Ensure that all recording of events and outcomes monitoring are up to date and accurate.
* Develop and maintain effective relations with relevant stakeholders.
* Problem solving to ensure that any challenges and barriers are managed effectively to achieve positive outcomes and project objectives.
* Ability to use risk management tools to ensure adherence to Health and Safety policies and best practice in safeguarding.
* Awareness of different cultural sensitivities within the communities we are working with.
* Commitment to Equality, Diversity and Inclusivity.

**Experience, Knowledge and Skills**

* Excellent verbal communication skills (including telephone and face to face) and on a one-2-one and group level.
* An ability to activly engage across generations with empathy and confidence.
* Written communication skills, including excellent report writing and presentation skills that reports on progress, informing management decision-making, presentations to stakeholders.
* Understanding of partnership and coproduction with an ability to influence outcomes.
* Working knowledge of common IT systems and databases.
* Ability to prioritise workload and tasks.
* Ability to work on own initiative, self-manage and self-motivate.
* Excellent organisational and time-management skills.
* Understanding and experience of Irish culture OR the community and cultural sector.
* Working with and supporting volunteers.

**Personal attributes**

* A passion for achieving objectives achieving high-quality results.
* A positive can-do attitude with regard to all aspects of the charity’s work.
* A flexible approach to work, evolving priorities, and working hours.
* Commitment to our mission, vision, values and strategy and the needs of our beneficiaries.
* Discretion and the need for confidentiality.
* Professional Conduct