

## **Meath Partnership: Familiar Faces Project Coordinator** **(<https://www.activelink.ie/node/107763>)**



### **Exciting Career Opportunity at Meath Partnership**

## **Familiar Faces Project Coordinator** **Fixed-Term Contract**

### **The Position**

The successful candidate will play a pivotal role in facilitating the delivery of Meath Partnership's Familiar Faces Programme. Primary responsibilities include organising volunteers to participate in our newly established befriending service that seeks to support meaningful integration for new arrivals to Meath. Additionally, the successful candidate will coordinate the volunteer recruitment process, deliver tailored training courses and manage the needs of the befriending service clients. This role demands strong relationship-building skills to cultivate partnerships across different sectors and identify opportunities for future collaborations.

This position offers an exciting opportunity to contribute to local community development while fostering social inclusion and civic participation. If you are passionate about community engagement and have the skills to coordinate a newly established befriending service, we encourage you to apply.

### **Key Accountabilities**

Reporting to the Meath Volunteer Centre Manager and Chief Executive Officer thereafter, the Familiar Faces Programme Coordinator will be directly responsible for the following duties:

- Lead the overall development of the befriending service.
- Co-ordinate the befriending service on a day-to-day basis and provide support to volunteer Befrienders and service users.
- Implement the monitoring and evaluation arrangements for the programme.
- Ensure appropriate administrative arrangements are in place that will provide for the effective management of a large team of volunteers spread geographically across Meath.
- Facilitate the successful recruitment of volunteers and participants for the Familiar Faces programme, through the engagement with relevant local organisations.
- Enhance the understanding of integration and inclusion concepts among befriending volunteers, while providing them with clear insights into their roles as befriending volunteers.
- Foster an increased sense of inclusion and improve local amenity awareness among participants (IPAs).
- Raise awareness, knowledge, and critical understanding of integration, migration, and inclusion within local organisations through the delivery of training and capacity building.
- Enhance Meath Partnership's capacity for delivering high-quality integration efforts within the community.
- Deliver integration training and volunteer safeguarding training to potential volunteers and local businesses and community organisations.
- Collaborate with the wider Meath Partnership integration team to promote the values and mission of the project goals.
- Manage the social media campaign for the Familiar Faces programme.
- Provide monthly reports on the progress of the service to the Volunteer Centre Manager.
- Arrange suitable matches between trained volunteer Befrienders and the beneficiaries, and facilitate an introductory meeting.
- Provide ongoing support to Befrienders and resolve any concerns, and support the befriending relationships

- Maintain effective communication – both internally and externally – to share the success and progress of the programme with key stakeholders.

This job description is intended to outline the key accountabilities and responsibilities attached to this position. It is not intended to be an exhaustive list of all duties, responsibilities or activities to be attended to. A flexible approach to project or company related tasks which may arise and which are not specifically detailed in this job description will be required.

## Essential Knowledge and Experience

- Proven experience in volunteer management, community engagement, or a related field.
- Ability to work with a wide range of individuals and organisations in a non-judgemental and client centred manner
- Strong interpersonal and communication skills (oral and written).
- Ability to work effectively with diverse populations, including new communities and IPAs.
- Excellent organisational and time-management skills with experience of working in a fast-paced environment and to monthly deadlines.
- High levels of accuracy and veracity with evidence of being precise, accurate and detail oriented.
- IT literate in Microsoft Office.
- Self-motivated, capable of independently organising and delivering on comprehensive work plans and objectives.
- Solution-oriented, results-driven, and dynamic in approaching the role.
- Experience in the delivery of community development training and with hosting community events.
- Understanding of cultural diversity, equality & inclusion theories and practices.

## Desirable Skills, Abilities and Experience

- Relevant qualification in Social Work, Community Development, Non-profit Management or other related field.
- Experience in volunteer management and project delivery.
- Strong commitment to the values of community participation, social inclusion, and diversity.
- Additional languages are an asset but not compulsory.
- Experience in the management of sensitive data and confidential information.

## Terms of Employment

Full-time, fixed-term positions are available, working 37.5 hours per week.

The nature of the work may require working some unsocial hours i.e. evenings and weekends. Access to own transport is essential and a full clean driving license. This post may be subject to Garda Vetting in line with Meath Partnerships policy.

**Location:** Units J & K Kells Business Park, Cavan Rd, Kells Co. Meath. To ensure a work life balance, a hybrid-working offering is in place.

**Duration:** This is a 12-month fixed-term contract, until 30th June 2025. Any extension to the contract of employment will be subject to the availability of funding.

**Salary:** The salary on offer is €36,000 per annum.

**Leave:** The annual leave entitlement is twenty (20) days per annum, pro-rata for shorter periods. Entitlement to leave for Public Holidays is in accordance with the terms of the Organisation of Working Time Act 1997. Meath Partnership closes for five (5) days at Christmas; this time is additional to the annual leave entitlement detailed above.

## Application Process

To apply, please submit the following to [info@meathpartnership.ie](mailto:info@meathpartnership.ie) (<mailto:info@meathpartnership.ie>):

- A brief cover letter including personal statement demonstrating how you meet the above mentioned requirements for the position (no more than 500 words) which must communicate your relevant experience
- A curriculum vitae summarising your qualifications and work experience to date.

Applications should be clearly marked "Familiar Faces Project Coordinator".

Applicants will be shortlisted on the basis of information provided in their application.

**Closing Date:** The closing date for applications is 5pm on Monday, 13th May 2024 with interviews to take place the week of 20th May. Late applications will not be considered.

***Meath Partnership is an equal opportunities employer. We are an organisation that embraces diversity and inclusion. We welcome applicants from diverse backgrounds to bring their experiences and perspectives to Meath Partnership. All information will be held in line with Meath Partnerships GDPR policies.***



**Region**

Co Meath

**Date Entered/Updated**

19th Apr, 2024

**Expiry Date**

13th May, 2024

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