

## **Friends of the Elderly Ireland: Activities Coordinator** **(<https://www.activelink.ie/node/110211>)**



### **Friends of the Elderly Ireland (CHY 12003)**

## **Activities Coordinator**

Friends of the Elderly Ireland is a registered charity working to alleviate loneliness and isolation amongst elderly people. We are seeking applications for the position of Activities Coordinator based at 25 Bolton Street, Dublin 1.

### **Key Responsibilities**

The successful applicant will work together with the volunteer coordinator and play an important role in our objective of alleviating loneliness and social isolation of older people. They will coordinate the provision of our **Befriending and Social Services** to our members and assist them to engage in programs onsite and offsite within their own communities. Both will work closely with members and volunteers.

Reporting to the Manager, the role of the Activities Coordinator will be responsible for the following tasks, this list is not exhaustive:

### **Activities Coordinator**

- Developing and delivering a high-quality telephone befriending service to older people
- Supporting the volunteer/member relationships to ensure that appropriate support is being provided
- Helping to support older people to remain independent in their own homes with improved quality of life, health and social connections
- Encourage those who are able to attend social events and trips outside of their homes
- Organizing and coordinating trips and social events onsite and off.
- Managing administration of members' files on Salesforce and hard copy, including activities and attendance
- Overseeing the Friends of the Elderly Schools Program, including the Technology club
- Coordinating the hamper program lists
- Contributing to the continuous improvement of the services

### **Educational Requirements**

- Degree in social care or related discipline or working towards qualification
- Appropriate and relevant experience will also be considered

### **Personal Characteristics**

- A genuine interest in collaborating with older people and helping them develop within a social context
- A nonjudgmental approach to people
- Some experience of volunteering or working in the voluntary sector
- An understanding of the motivation and support needs of members and volunteers
- An ability to organize yourself, prioritize workload and organize others in a dynamic way
- An ability to get on with people from all walks of life and meet the challenges of a busy environment
- Experience of working with vulnerable adults and the challenges of motivating volunteers
- A flexible approach to working hours
- Effective IT skills and/or Salesforce experience

## Conditions attached to the role

- **Hours** 35 per week under a one year contract with the possibility of permanency
- **Remuneration:** relevant to experience, starting at €30,000.00
- **Days and times:** Mon – Fri 9.00am to 5.00 pm - some hours outside of these times may be required to accompany members on trips and mini breaks or to travel to Paris as part of our International Federation activities and events
- **Annual leave** : 20 days per annual plus Bank holidays and closure times at Christmas and New year

## Training & induction applicable to the role:

- Initial induction/orientation
- Fire safety
- OFA
- HASSAP
- Children First
- On the job training

## Interested ?

Please submit your CV and cover letter outlining your particular suitability for this position. Informal enquiries can be emailed to [bernie@friendsoftheelderly.ie](mailto:bernie@friendsoftheelderly.ie) (<mailto:bernie@friendsoftheelderly.ie>)

A minimum of two references will be required for this position in due course and Garda Vetting is compulsory.

Further information about Friends of the Elderly is at [www.friendsoftheelderly.ie](http://www.friendsoftheelderly.ie) (<http://www.friendsoftheelderly.ie>)

**Closing date for this position is 03/09/24**

Shortlisted applicants must be able to attend for interview at our offices in Bolton street.

### Region

Dublin 1

### Date Entered/Updated

13th Aug, 2024

### Expiry Date

3rd Sep, 2024

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**Source URL:** <https://www.activelink.ie/vacancies/community/110211-friends-of-the-elderly-ireland-activities-coordinator>