



Communications and Information Coordinator Part-time

Our Vision

Our vision is that every child and young person, Le Chéile Mentoring works with, will be supported and empowered to realise their hopes and dreams.

Our Mission

Le Chéile Mentoring is a national, volunteer mentoring, restorative justice and family support service, which supports children, young people and their families, where the child or young person is involved in or at risk of offending. We provide tailored supports, in partnership with other organisations, working along-side children, young people and their families, to enable them to reach their potential now and into the future.

For more information on Le Chéile, visit www.lechéile.ie

JOB DESCRIPTION

Role of the Communications and Information Coordinator

Le Chéile has identified enhanced communications with funders and partner agencies as an important part of our strategy. We need to be more effective at communicating the work of Le Chéile Mentoring, the quality of services, the outcomes, the success stories. While volunteer mentors have reported excellent experiences of both mentoring and the support provided by Le Chéile Mentoring, recruitment of new volunteer mentors has been identified as a significant challenge to be addressed. Creative communications is critical to the successful implementation of this new strategy.

The Communications and Information Coordinator will lead on Le Chéile Communications and Information in the context of the Le Chéile strategy. The role will develop and implement Le Chéile's communications plan, covering external and internal communications. The collation, analysis and presentation of our data and outcomes is central to the information aspect of this role. The role is responsible for the effective communication of Le Chéile, its value and impact, to potential volunteers, partner agencies, as well as funders, and the general public.

Reporting to: the CEO

Working relationships: The Communications and Information Coordinator will work closely with the CEO and the Management team, the staff team, and will liaise with volunteers involved in Le Chéile.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. External Communications

- Develop and implement a Communications plan for Le Chéile.
- Develop the Le Chéile brand, including effective website content, social media material and publications.
- Coordinate and deliver the organisation's media activities including social media and the Le Chéile website, generating and updating content, and archiving and monitoring analytics.
- Plan and implement an annual content calendar for the website and social media to include scheduling dates and managing content.
- Work with staff across the organisation to develop content in various formats, including video and imagery content, for the website and social media.
- Effectively communicate key messages so that funders are aware of our services – the quality, the outputs, the outcomes / impact of our services.
- Deal with media enquiries, draft press statements, and support staff in relation to regional media activity.
- Organise volunteer recruitment campaigns and promote Le Chéile to potential volunteers nationally and regionally.
- Support the Coordinator's regional volunteer recruitment via local media coverage, social media and other methods.
- Support the involvement of volunteers in communications activities including the involvement of Volunteer champions as advocates of Le Chéile Mentoring.
- Coordinate the publication of Le Chéile promotional materials including the Annual report, leaflets, reports and other publications.
- Prepare speeches and presentations for the CEO and Managers as required.
- Consult with young people and service users as required and include their voice in our communications and submissions.
- Assist in the drafting of submissions informed by Le Chéile's expertise, the voice of service users and data collection.
- Represent Le Chéile and promote the organisation at conferences and events as required.
- Ensure that Le Chéile meets the media/PR requirements of funders in particular the Dept of Justice and the Probation Service.

- Contribute to the organisation of events/launches/conferences at regional and national level as required.
- Develop, update and assist in the implementation of relevant policies and protocols relevant to communications and social media.
- Contribute to the growth of staff communications competence and assist with preparation for media interviews.
- Liaise with the Communications sub committee of the Board of Le Chéile.

2. Internal communications

- Develop and implement an Internal Communications Plan.
- Ensure regular internal communications via social media, the website, newsletters and other means relevant to the interests of staff and volunteers.
- Disseminate relevant information, policy developments, research reports to the Management team and staff.
- Contribute to the organisation of events/training/conferences at regional and national level, including the National Volunteer conference every two years as required.
- Attend the meetings of the National Volunteer Committee and contribute to the meetings, in collaboration with the National Volunteer Coordinator.

3. Information

- Assist the Regional Managers to collate Outcomes star and Salesforce data and ensure that we are maximising the potential of our data systems.
- Coordinate the use of Salesforce and Outcomes Star, to provide evidence of service outputs and outcomes including the type and amount of services delivered and the impact/change experienced by service users.
- Compile a bank of communication resources which can be utilised across funder platforms eg case studies, templates.
- Integrate the information/data gathered on service users, the outputs and outcomes into communications content and presentations.

4. Organisational

- Coordinate GDPR policy and implementation within Le Cheile.
- Submit statistics and reports to the CEO as required.
- Support and supervise volunteers or interns as required.
- Undertake specific regional and organisational projects from time to time.
- Comply with Financial procedures, maintain accurate records in relation to budget spending and within budget limits.

5. Staff Support and Supervision

- Manage and provide support of staff reporting to them.

- Ensure that all staff receive regular support, supervision, performance management and annual appraisals.
- Identify and address staff training needs and promote continuous learning.
- Oversee the recruitment and induction process for new staff as required.

6. Requirements of all Le Chéile staff

- Commitment to the vision, mission, values and policies of Le Chéile.
- Participate in regular supervision with your manager and report any matter of concern in a timely manner.
- Identify your training needs with your line manager and participate in relevant training opportunities
- To be flexible in regard to working hours to meet the needs of the work, including some evenings and weekends.
- Other duties as may be required, from time to time.

Note: This Job Description will be reviewed and updated in line with the needs of the work and Le Chéile Mentoring.

PERSON SPECIFICATION

Essential Requirements:

- A Degree in one of the following: Communications, Public Relations, one of the Social Sciences, or Law.
- A minimum of 3 years post graduate experience in a communications role.
- Experience of effective social media and mainstream media.
- Experience of coordinating websites and creating content.
- Excellent communications in the English language and interpersonal skills.
- Experience of drafting and editing content.
- Strong organisational and teamwork skills.
- Initiative, problem solving and creativity.
- Excellent IT skills.
- Experiences of online databases.
- Clean Driving License and own car.
- A commitment to the work of Le Chéile.

Desirable Requirements:

- Experience of organising events.

- Experience of working with volunteers or in a community setting.

TERMS OF EMPLOYMENT

Term of Contract: Part-time contract of indefinite duration.

Hours: 28 hours per week, working week negotiable with the successful person.

Salary Range: €43,000 to €55,000 (pro-rata €32,250 - €41,250)
starting point commensurate with experience.

Annual Leave: 19 days per annum.

Location: The Office is located in Dun Laoghaire, Co Dublin.
Le Chéile has a blended/hybrid working policy in operation.

Probation: 6 months

CLOSING DATE FOR COMPLETED APPLICATION FORMS ONLY: MARCH 4TH 2025 AT 5PM

Le Chéile is an equal opportunities employer.



An tSeirbhís Phromhaidh
The Probation Service



An Roinn Dlí agus Cirt
Department of Justice