



# Clare Volunteer Centre

Ionad d'Obair Dheonach an Chláir

## About us:

Clare Volunteer Centre's primary role is to provide support to people who are looking to volunteer with organisations looking for volunteers. It is also the role of the volunteer centre to offer training, support and guidance to volunteer involving organisations in developing their volunteer programmes as well as providing a Garda Vetting Service.

It works closely with local organisations and agencies to build capacity within communities and is an active partner in the Ukraine Community Response Forum.

## We are recruiting:

### Part Time Social Media Executive

Days: (2 days) possibility of an additional day.

Location: Hybrid - Office based - Ennis, County Clare & Work from Home

Reporting to: Manager, Clare Volunteer Centre

#### **DUTIES AND RESPONSIBILITIES**

- Developing engaging social media strategies
- Working with the Placement Officer to promote specific volunteer roles and opportunities.
- Managing social media platforms of the Clare Volunteer Centre
- Scheduling social media posts
- Engaging followers with regular company updates
- Raising awareness of the Clare Volunteer Centre to gain audience attention.
- Responding to the comments on social media on time
- Creating paid social media campaigns for advertising
- Monitoring social media metrics
- Analysing social media trends and following other social media platforms related to the volunteer centre network and volunteering
- Preparing social media engagement and activities reports
- Staying up to date with the latest social media advertising efforts and goals
- Engaging with the Ukrainian community response forum to promote events and information sharing.
- Ensure that posts are available in Ukrainian and English and promoted through all social media channels

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## EXPERIENCE AND REQUIREMENTS

- Experience in a similar role
- Sound knowledge of social media scheduling platforms such as Hootsuite etc
- Strong proof reading and editing skills
- Strong oral and written communication skills
- Sound knowledge of paid social media advertising
- Ability to write catchy content and use tools such as Canva to create engaging posts
- Ability to manage multiple projects
- Understanding of various social media platforms and their algorithm changes
- Ability to work as part of team and also to work on own initiative
- Fluency in verbal and written English
- Be able to work effectively and to deadlines
- Willingness to participate in staff training and development programmes
- Commitment to team work, positive change and continuous service improvement

Clare Volunteer Centre is an equal opportunity employer. We embrace diversity and are committed to creating an inclusive environment for all employees.

## SALARY

**€32,000 PRO RATA – Initial contract is for SIX MONTHS with opportunity to extend dependent upon funding.**

## TO APPLY

Application by CV and cover letter outlining how you meet the requirements of the job.  
Email to [sharon@volunteerclare.ie](mailto:sharon@volunteerclare.ie) Closing 5.00pm Wednesday 2<sup>nd</sup> August

Find out more about Clare Volunteer Centre at [www.volunteerclare.ie](http://www.volunteerclare.ie)