



Bray Presbyterian Church



#JOB-2424688



St. Andrew's Presbyterian Church,
Quinsborough Road., Bray, wicklow,



No of positions : 1



Paid Position



37.5 hours per week



41700.00 Euro Annually



16/12/2025



13/01/2026

How to apply

Application Method :

Not available



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online



Community Programmes Manager

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

A. Community Engagement & Partnership Building

- Develop and implement structured outreach initiatives to engage local households, community groups, and service users.
- Build and maintain strong relationships with existing community hall users and partner organisations.
- Liaise with local institutions, including St. Andrew's National School, to coordinate collaborative community activities.
- Promote community events and programmes to increase awareness, visibility, and participation.

B. Programme Planning & Delivery

- Design, coordinate, and facilitate inclusive community programmes, group activities, and engagement sessions.
- Plan and deliver seasonal outreach events in alignment with community needs.
- Ensure all programmes are well-structured, accessible, and delivered to a high standard.

C. Volunteer Recruitment & Development

- Recruit, train, and supervise volunteers supporting community programmes and events.
- Provide continuous guidance and performance support to volunteers to maintain engagement and quality.
- Foster a culture of teamwork, service, and community participation within the volunteer base.

D. Community Support & Participant Guidance

- Provide support and assistance to participants attending community programmes, ensuring a welcoming and inclusive environment.
- Offer guidance to individuals and groups to help them engage with relevant programmes and resources.
- Maintain high standards of confidentiality, safeguarding, and professional conduct.

E. Administration, Reporting & Compliance

- Maintain accurate records of activities, attendance, volunteer involvement, and programme outcomes.

- Prepare regular progress reports for organisational leadership, including updates on impact metrics.
- Ensure all activities comply with organisational policies, safeguarding standards, and community guidelines.

3. Essential Skills & Competencies

- Strong communication and interpersonal skills with the ability to build relationships with diverse groups.
- Excellent organisational and programme-coordination skills.
- Ability to lead community activities and facilitate group engagement sessions.
- Experience in volunteer supervision, mentoring, or team coordination.
- Strong administrative and reporting capabilities, including record-keeping and data management.
- Problem-solving, conflict resolution, and community-focused decision-making.
- Ability to work independently and collaboratively within a team environment.

4. Qualifications & Experience Required

- Minimum Level 8 Bachelor's Degree
- Experience in community engagement, programme coordination, volunteer management, or related fields.
- Experience working with diverse community groups, families, or educational institutions.
- Previous experience planning events, delivering programmes, or coordinating public-facing activities is desirable.

5. Additional

- Commitment to community wellbeing and inclusive engagement.

Prior experience & familiarity with the bray community

- **Sector:** human health and social work activities

Career Level

- Experienced [Non-Managerial]