



Communications Manager – Part time (ad hoc)

The Irish Youth Foundation (UK) is looking for an enthusiastic Communications Manager to help manage and grow their amazing network.

The Irish Youth Foundation (UK) is a registered charity established in 1989 and is the only national charity in Britain specifically aimed at helping disadvantaged young Irish people and their families.

The ideal candidate will have strong communication skills, be creative with a flair for social media, website know how and most importantly have a passion for networking and expanding reach.

The successful applicant will work closely with the IYF Development Manager and the Head of Operations to promote the charities work. The core responsibilities include promoting the latest IYF news and events, projects supported each year by IYF, and managing all IYF social media channels.

Responsibilities:

- Create regular, engaging social media content
- Update and maintain our website (<https://iyf.org.uk>)
- Good copywriting skills to help draft blogs, invites, fundraising campaigns and newsletters via our website
- Promote IYF (UK) events and other announcements across all our communication channels
- Champion and build relationships with our supported projects on social media
- Broaden our social media reach through networking
- Create and design content that is in line and appropriate to our brand
- Tracking and providing regular reports on metrics and analytics

Essential Criteria:

- Google Workspace
- SquareSpace
- Microsoft Office
- Canva (or design program of your choice)
- Social media (Facebook, LinkedIn, Twitter and Instagram)
- GDPR aware
- Proficiency with databases and mailing lists
- Excellent communication skills including copywriting
- Able to work on own initiative

Desired Attributes:

- Confident in writing and speaking English
- Experience with social media management platforms (i.e. Zoho Social, Hootsuite or Sprout Social)
- Experienced in working with a charity or not for profit organisation
- Confident in managing short lead times and changes

The individual will play a key role in ensuring the smooth day to day operation in all areas of administration and communication channels (website and social media) and must be pro-active with the ability (where required) to put posts up quickly.

Our strategy is to massively improve our network and social reach, particularly with a younger audience and a corporate audience and to retain that engagement.

Please note this will be a remote working position with occasional meetings in London

Circa 8 hours per week (potentially more hours for the first few months and flexibility in relation to future fundraising events). £15 p/h paid monthly in arrears.

To apply: Please send a cover letter outlining your skillset with a copy of your CV to donna@iyf.org.uk