



# volunteer centre

Ionad d'Obair Dheonach Mí

MEATH

## Volunteer Co-ordinator Job Description

**Overall purpose of the Job:** To facilitate the effective recruitment of volunteers within Co. Meath and to match and support them in their volunteering roles in line with the Centre's annual plan. In tandem, the Volunteer Co-ordinator will manage volunteers as part of the **Meath Befriending Service** with support from the Centre Manager.

### Key Responsibilities will include:

- Recruit, train and support volunteers to ensure the smooth set-up and running of the befriending service in county Meath in line with the Centre's policies and procedures
- Co-ordinate the befriending service on a day-to-day basis providing support to volunteer befrienders and service users
- Recruit and select volunteers for a variety of other tasks and roles within Volunteer-involving Organisations in the county
- Maintain an up to date database of volunteers and volunteering opportunities, through iVOL our dedicated CRM software (training will be provided)
- Keep accurate and methodical records relating to volunteering and volunteering opportunities
- Build relationships with voluntary and community organisations to ensure that a wide range of volunteering opportunities are registered with the Centre
- Provide advice and assistance to organisations wishing to recruit volunteers
- Consult and network with a wide range of stakeholders including community and voluntary groups, keeping them informed and supported with information on good practice with respect to all aspects of volunteering
- Organise and facilitate volunteer events and initiatives
- Promote and animate the Volunteer Centre services and activities. This will include implementing our PR and Communication plan, contributing to website and social media content, generating media content, and conducting presentations and participating in exhibitions as required.
- Any such other duties which do not change the nature of the post, as may be determined by the Development Manager.

### Key Qualifications required:

- At least 3 years relevant experience in a paid or voluntary capacity
- An educational background in volunteer management, community development, social care, rural development or equivalent qualification
- Full, clean driving licence essential

### Key Skills sought:

- Ability to work with a wide range of individuals and organisations in a non-judgemental and client centred manner
- A good team player with enthusiasm, drive, friendliness and approachability
- Excellent written and verbal communication skills
- Ability to prioritise workload and solve problems
- Excellent and proven ICT skills including social media
- Precise methodological approach with effective organisational and administrative skills
- Experience of developing and delivering training programmes
- A genuine enjoyment of helping people to develop
- A deep understanding of the motivation and support needs of volunteers allied with an ability to network effectively between different stakeholders and organisations
- Flexible approach to working hours and programme delivery

### Duration of contract

This is a fixed-term contract up to 31st December 2019. However there is potential for a longer term position for a suitable and successful candidate beyond this period, funding permitting. This position is subject to a six month probation period. Garda Vetting will apply.

### Salary

In the region of €30,631 - €33,750 per annum based on a 37.5 hour working week. Access to own transport is essential and a mileage allowance is paid.

### Submitting an application

Closing date for receipt of applications is **12pm Wednesday, 28<sup>th</sup> March 2018**. Late applications will not be considered. Please forward a Curriculum Vitae and cover letter detailing your suitability for the position to **Mrs. Jennifer Nolan** at [info@meathpartnership.ie](mailto:info@meathpartnership.ie) clearly titled "Volunteer Co-ordinator".

