

JOB DESCRIPTION

 <p>volunteer ireland obair dheonach éireann</p>	<p>Job Title: Volunteer Centre Development Manager Reporting to: Operations & Development Manager Contract: Full time; fixed-term, 10 months Salary: €40,000 per annum pro rata Location: Volunteer Ireland, 18 Eustace Street, Dublin; or working remotely from another location in Ireland with regular visits to Dublin office. Significant travel across Ireland will be required.</p>
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DESCRIPTION OF VOLUNTEER IRELAND

Volunteer Ireland (VI) is the national volunteer development organisation and a support body for all local Volunteer Centres in Ireland. Volunteer Ireland's vision is an Ireland where everyone who wants to volunteer can volunteer to create a better society. Volunteer Ireland has identified five strategic priorities for the duration of the current strategic plan (2018-2022). These are to advance volunteering, support the volunteering infrastructure, support volunteering and volunteers, celebrate volunteering and strengthen our competency and capacity.

Volunteer Ireland seeks to deliver on these strategic aims by providing a range of supports and services aimed primarily at key stakeholders that include current and potential volunteers (including groups of volunteers), volunteer involving organisations, Volunteer Centres and Volunteering Information Services. Volunteer Ireland works closely with the national volunteering infrastructure towards a shared goal of an Ireland where everyone who wants to volunteer, can volunteer.

For more information about Volunteer Ireland, including on staffing and governance, please see www.volunteer.ie.

SUMMARY OF ROLE

The Volunteer Centre Development Manager (VCDM) will set up eight new Volunteer Centres (VCs) in the counties that currently do not have one: Cavan, Kilkenny, Laois, Leitrim, Offaly, Roscommon, Waterford and Wexford. There are two main phases to the role: Phase 1: Establish 8 new VCs, and Phase 2: Support 8 new VCs.

The creation of eight new Volunteer Centres is an exciting and important development for volunteering in Ireland, as it will mean that we finally have a VC in

every county – something Volunteer Ireland has been working toward for a long time. The project is ambitious, with an aim to have the board of each new VC set up, and registration paperwork submitted, before the end of 2019. In 2020, the role will focus on supporting the 8 new VCs. It will involve working closely with the CEO of Volunteer Ireland, and significant travel to the eight counties named above.

The most important element of this role is securing buy-in and enthusiasm for these new Volunteer Centres, locally. Excellent interpersonal skills and an ability to build relationships quickly, as well as an ability to deliver against an ambitious project plan, are the key qualities we seek in a successful candidate.

ROLE DESCRIPTION / WHAT YOU'LL DO

- Pro-actively seek and secure local buy-in and enthusiasm with key local partners and actors, for setting up a Volunteer Centre in each of the 8 counties
- Establish positive relationships and generate enthusiasm for the new VCs with key local actors in each county such as local authorities, local development companies, PPNs, LCDCs and volunteer involving organisations
- Establish 8 boards, one for each VC, by developing board member role descriptions, advertising and promoting board roles, holding local public meetings to generate interest in the board roles, contributing to short-listing of applications and supporting interview and appointment processes
- Organise and provide the logistics for the first meeting of eight boards, and support discussions and decisions at these meetings regarding constitution, registration paperwork, etc.
- Arrange external training on board roles and responsibilities for all new board members
- Liaise with neighbouring existing Volunteer Centres and engage them in the process of setting up and supporting the new VCs
- Develop template constitutions for each VC, for consideration by the VC boards
- Prepare all paperwork required for registration with the Charities Regulatory Authority and the Companies Registration Office for consideration, amendment and approval by VC boards

- Support VC boards in recruiting paid staff to the VC
- Support VC boards in securing premises for the new VCs
- Work closely with VC boards and VI's Communications & Advocacy Manager to deliver a launch event for each of the 8 new VCs
- Develop a handbook on "How to Run a Volunteer Centre" in consultation with existing VCs
- Arrange for set-up of Salesforce licenses, which run the national volunteering database I-VOL, and associated training for new VC staff
- Arrange induction and training of new VC staff on running a VC, volunteer management, Garda vetting, quality standards, communications including website and social media, advocacy and governance
- Provide on-going support, help and guidance to the new VC staff and boards

PERSON SPECIFICATION / WHO YOU ARE

Essential experience and competencies

- Excellent inter-personal skills and an ability to establish good working relationships with key partners, quickly
- In-depth understanding of local county-based landscape and key actors e.g. local authorities, local development companies, PPNs, LCDs, local political actors and volunteer involving organisations
- An understanding of good governance principles and practice in the community & voluntary sector (CVS) in Ireland, including direct experience of working with CVS boards (either as a board member or as a staff member interacting with the board)
- Excellent written communications skills; with proven ability to write technical documents such as policies, terms of reference, constitutions and/or memoranda of understanding

- Excellent project management skills including proven capacity to manage multiple projects and deliver to tight deadlines
- Capacity to work independently and on own initiative, while also integrating effectively into a small high-performance staff team
- Excellent organisational skills and attention to detail
- Strong computer literacy, with a passion and interest in learning and using new tools
- Experience of managing difficult situations and conflicting priorities, and finding solutions to challenges
- Practical experience in HR, including recruiting and appointing staff
- Flexibility, determination and a positive attitude
- Passion and commitment to volunteering and the concept of Volunteer Centres, in order to enthuse and secure commitment from others
- Driving license and access to car (although Volunteer Ireland always uses public transportation where possible, the role will require extensive travel and some places may be difficult to reach without a car; mileage will be covered)

Desirable experience and competencies

Although we do not expect any one candidate to bring all of the below, one or more of the following will be seen as an added value:

- Experience of establishing a charity
- Experience of running or working in a Volunteer Centre
- A training qualification and ability to deliver high-quality training
- Experience of working with the national volunteering database I-VOL and/or Salesforce
- Understanding of good volunteer management practice, including experience of developing volunteer role descriptions, recruiting and selecting volunteers and inducting volunteers

- A legal background and qualification
- Experience working in communication/public relations
- Experience working in a public affairs/policy/advocacy position, ideally with a non-profit organisation

FURTHER INFORMATION

We value diversity and aspire to reflect this in our workforce. We welcome applications from people from all sections of the community, irrespective of race, ethnicity, gender, age, disability, sexual orientation, religion or belief. This role requires applicants to have the right to work in Ireland.