

Job Description

Job Title:	Learning and Capacity Building Officer
Reporting to:	Learning and Capacity Building Manager
Hours:	Full time, 35 hours per week
Salary:	€35,000 per annum pro rata
Contract:	Fixed-term for 12 months
Location:	Based in Dublin or remotely with weekly or monthly work from Volunteer Ireland offices at Regus - Harcourt Centre, Harcourt Rd, Dublin, D02 HW77.

Description of Volunteer Ireland

Volunteer Ireland (VI) is the national organisation that promotes, supports and advocates for volunteering in Ireland. We work with a range of stakeholders to make volunteering accessible, inclusive and of high quality. We build capacity in organisations and companies to create meaningful volunteering experiences. We celebrate volunteering and communicate its impact to Government and the wider public. We advocate for volunteering so that its value is recognised. We support the network of Volunteer Centres and work closely with them to ensure volunteering thrives at local and national level.

Our vision is an Ireland where volunteering thrives. Our mission is to promote, support and advocate for excellent, accessible and inclusive volunteering. Volunteer Ireland has identified five strategic priorities for 2023–2027. These are to:

- Advocate for volunteering
- Support the Volunteer Centres
- Develop meaningful volunteering
- Raise the profile of volunteering
- Grow and sustain an excellent organisation, consistent with our values.

For more information about Volunteer Ireland, please visit www.volunteer.ie

Purpose of role

The purpose of the Learning & Capacity Building Officer (LCBO) role is to develop and deliver Volunteer Ireland's services in relation to volunteer management, and support the learning and capacity needs of volunteer involving organisations. The Learning & Capacity Building Officer will work primarily on the following key functions within Volunteer Ireland:

- Delivering volunteer management and engagement training to a range of stakeholders
- Supporting the Learning and Capacity Building Manager in the development of capacity building tools and resources.
- Supporting the Learning and Capacity Building Manager in designing volunteer management and engagement training using an E-Learning authoring tool.
- Linking and participating fully with European partners on Erasmus+ funded programmes.
- Writing and researching for European projects, collating data, designing programme elements and working with partners.
- Conducting Volunteer Impact Assessments for organisations
- Coordinating and supporting the Training & Capacity Building Team, which is a collaboration between VI and the Volunteer Centre Network that delivers national volunteer management training online to volunteer involving organisations.
- Collaborating across all functions within the organisation towards enhancing the services that Volunteer Ireland offers.
- Develop relationships with organisations interested in our services.

Accountabilities

The LCBO is accountable to the Learning & Capacity Building Manager. In addition, the LCBO is part of a broader VI team and has responsibilities to:

- Organisations that avail themselves of services of VI in relation to learning and capacity building opportunities
- Stakeholders of Volunteer Ireland i.e. Volunteer Centres, volunteers, partners and supporters of VI
- Staff and volunteers of Volunteer Ireland, assisting and participating in general operations where necessary.

Person specification / who you are

Knowledge and Experience Required Essential requirements

- Excellent presentation skills
- Minimum of one year's experience of managing volunteers
- Excellent communication and networking skills
- Prior experience of delivering training
- Proven track record and ability to build relationships with stakeholders
- A passion for volunteering and prior volunteering experience
- Proven experience in adapting to and managing multiple projects
- Proven ability to work with a team and to work remotely on your own initiative
- Excellent IT skills in using broad range of software packages
- Strong writing skills such as; project reports, evaluations and proposals
- Excellent organisational skills and attention to detail
- Ability to keep up to date and accurate records

Desirable requirements

- Prior experience of delivering training to volunteers and/or volunteer involving organisations
- QQI Level 6 Train the Trainer or equivalent qualification
- Completion of a postgraduate certificate in volunteer management and leadership, an equivalent course or CVA accreditation
- Experience in, or knowledge of the community and voluntary sector in Ireland

Obligations

This role will require some evening and weekend work, for which time off in lieu will be given. There may be a possibility of travelling abroad and successful candidates will be expected to fully participate in such programmes.

Benefits

- 25 days annual leave (two to be kept for Christmas–New Year when office closes) with an extra day added per year of service up to three years.
- Four days paid leave per annum to volunteer.
- Access to employee pension scheme on completion of probation, matched by the organisation up to 5%.
- Training and development budget ring fenced for each employee.
- Cycle to work scheme.
- Employee Assistance Plan.
- Opportunity to “work from anywhere” for up to 4 working weeks per year.

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.