

Role Title:	Member of the Board of Directors (Civil Service)
Accountable to:	The Chairperson and the Board of Directors.
Status:	Unpaid voluntary role, 3-year term with opportunity for re-election for second 3-year term.
Committee Membership:	Finance & Audit Committee; Governance Committee or HR Committee (subject to successful candidate's interests)

Volunteer Ireland Board of Directors Vacancy (Civil Service)

Summary of role

Volunteer Ireland is seeking a new Trustee with senior level experience of working in the civil service, to join our Board of Directors. Volunteer Ireland receives core funding from the Department of Rural and Community Development and the Gaeltacht and is building relationships with several other Departments such as Sport, Health and Justice. Therefore, we require a Board member with senior experience of working in a Government department, that can provide strategic insight on how we engage with these departments. The role also involves playing an active role in the organisation's governance and strategic direction more broadly.

This role may be particularly suitable to somebody who has retired from the civil service and is looking for a way to continue to make a meaningful contribution, although it is of course also open to people still in work.

Role description

General responsibilities:

- Providing efficient and effective strategic leadership of Volunteer Ireland.
- Upholding and working towards the vision, mission, values and objectives of Volunteer Ireland and ensuring the organisation continues to work towards these.
- Acting in the interests of Volunteer Ireland at all times in relation to assets, property, statutory obligations and management requirements as outlined in the Board Handbook.

- Engaging on matters specifically reserved for major decision-making by the Board (including the strategic plan, annual workplan and budget, new services, policy changes, etc.)
- Ensuring Volunteer Ireland complies with relevant legal requirements.
- Promoting prudent and effective management of organisational resources (financial and human).
- Ensuring there are strategies and policies in place that will support the objectives of Volunteering Ireland.
- Developing and monitoring effective risk management strategies for Volunteer Ireland.
- Developing and monitoring internal systems that are transparent and accountable to stakeholders.
- Formally registering conflicts of interest or loyalty with the Board.
- Not accepting gifts or gifts in kind in the capacity of Board member.
- At all times, acting with integrity and upholding the interests of the organisation.
- Championing Volunteer Ireland.
- Promoting the reputation of Volunteer Ireland and not bringing the reputation of the organisation into disrepute.

Additional duties specific to the Civil Service role:

- Providing general expertise and advice on all matters relating to engagement with the civil service.
- Helping to ensure that the perspective and importance of engaging with the civil service is heard on the Board of Volunteer Ireland.
- Acting as a mentor and sounding board for Volunteer Ireland's Public Affairs Manager and Head of Advocacy and Engagement.
- Challenging Volunteer Ireland to develop and improve how we engage with the civil service.

Person specification

The successful candidate will have professional experience and a successful track record of working in a senior role in the civil service.

Essential Experience, Skills and Personal Qualities:

- Minimum five years' professional experience as a senior civil servant at a Principal Officer or above level.
- Governance skills including experience of strategic planning, organisational performance management and service development.
- Political astuteness – able to grasp relevant issues underpinned by an understanding of developing partnerships and building relationships.
- An enquiring mind, with the confidence to challenge constructively.
- Recognition of the importance of supporting collective decisions.
- Strong communication and listening skills.
- Strong interpersonal skills.

- Calm under pressure.
- Able to manage a wide variety of situations in a meeting and ensure that the outcomes are in the best interest of the organisation.
- Commitment to the vision and values of Volunteer Ireland.

Desirable Experience, Skills and Personal Qualities:

- Experience as a volunteer or volunteer manager.
- Knowledge of the community and voluntary sector.
- Board level experience in the non-profit sector.
- Experience of achieving change management and transformation in an organisation.

Time requirement

Role	Time estimate (per year)
Preparing for and attending 5 Board meetings per year (held on Tuesdays at 4pm at Volunteer Ireland's office in central Dublin).	2 hours prep and 2.15 hours meeting x 5 meetings per year = 21.15 hours
Preparing for and attending 3-4 committee meetings per year.	3-4 hours per meeting x 3-4 meetings per year = 9 to 16 hours
Advising staff on matters arising relating to engagement with the civil service outside board and committee meeting	6 hours
TOTAL HOURS PER YEAR:	36.25-43.25 (=5-6 working days)

Application process

To apply, please send your CV and a brief cover letter outlining your suitability and motivation for applying, addressed to our Chairperson Ian Dinan: chair@volunteer.ie

Please state “**Member of the Board of Directors (Civil Service)**” in the subject line of your email. The deadline for applications is **25th September 2026**. Informal meetings with short-listed candidates will occur the week commencing 5th October.

We value diversity and aspire to reflect this in our staff, volunteers and Board. We welcome applications from people from all sections of the community, irrespective of race, ethnicity, gender, age, disability, sexual orientation, religion, or belief.

Description of Volunteer Ireland

Volunteer Ireland (VI) is the national volunteer development organisation and a support body for 29 local Volunteer Centres in Ireland. Volunteer Ireland’s 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 the duration of the current strategic plan (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.

Volunteer Ireland complies with the Charity Regulator’s Governance Code. For more information about Volunteer Ireland, including staffing and governance, please see

<https://www.volunteer.ie>