

# Community Volunteers Administrator & Team Lead

## 1. About Dublin City Volunteer Centre

Dublin City Volunteer Centre (DCVC) is the 'one-stop-shop' for volunteering in the Dublin city area. We are a registered charity in Ireland and a member of Volunteer Ireland and the network of 29 Volunteer Centres nationally.

Our Vision: People in Dublin City are empowered to connect with and contribute to an inclusive, vibrant and sustainable society through volunteering.

We experience high demand for our services, based on a population base of 554,000. We are committed to the delivery of quality services, leadership and good governance.

## 2. The Role

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| <b>Job Title:</b>    | Community Volunteers Administrator & Team Lead  |
| <b>Reporting to:</b> | Community Volunteers Officer  |
| <b>Location:</b>     | Unit 4, Whitefriars, Aungier Street, Dublin 2 & remote (blended)                        |
| <b>Hours:</b>        | 35 hrs/ week (6-month fixed-term contract with continuation subject to further funding) |
| <b>Salary:</b>       | At Grade D of the DCVC salary scale (beginning at €30,072)                              |

### Overview of the role

The Community Volunteers Administrator & Team Lead will support all aspects of the Community Volunteers programme in Dublin City. The central part of the role will be volunteer recruitment for the programme and training of volunteers. The Administrator & Team Lead will also work closely with the Community Volunteers Officer to develop volunteering opportunities, with a particular focus on social inclusion and short-term/events-based volunteering.

### Key areas of work

#### Community Volunteers

- Actively manage volunteers at events (on-site).
- Carry out recruitment process for Community Volunteers including interviews, onboarding and training.
- Maintain effective and accurate records for the Community Volunteers programme
- Provide information for the effective monitoring of the Community Volunteers programme.

- Regularly attend Community Volunteers related Volunteer Centre Network meetings and actively collaborate with other Volunteer Centres and Volunteer Ireland in the delivery and review of the programme.

### Other

- Where required, support the Volunteer Centre in successfully delivering events.
- Play an active role in VI/VC network working groups to support collaboration and promote knowledge sharing.
- Support the Community Volunteers Officer to develop event plans for Community Volunteers' participation in events
- Actively participate in peer learning and development within the Centre.
- Work as part of a team and help foster a culture of collaboration.
- Identify and actively develop opportunities for Community Volunteers (CV) with VIOs and other stakeholders.
- Develop volunteer role descriptions
- Deliver reports/communications, as requested, for the purposes of Board reports, press releases, funding proposals and progress reports.
- Represent the Centre in community events and meetings relevant to the Volunteer sector.
- Support management in the continuous quality improvement of the Centre and the Quality Standards Framework
- Promote the programme through social media, email and delivering talks or presentations.

**The above Role Profile is not intended to be a comprehensive list of all duties involved and the post holder may be required to perform other duties as appropriate to the post. These would be discussed in detail with your line manager as they arise.**

## 3. Person Specification

### Essential

- Experience in project management, event management and/or management of volunteers
- Excellent people skills, including the ability to build and sustain relationships, manage issues with diplomacy and work with a wide range of people.
- Familiarity with the issues relating to volunteering and an understanding of the barriers to participation in volunteering in Ireland.
- Strong organisational, administrative and IT skills
- Strong communication skills, both written and verbal
- Ability to assess organisational event needs and support organisations to run events successfully
- Ability to multitask and work on own initiative
- Team player, adaptable and collaborative
- Enthusiastic, friendly and approachable

- Flexibility and willingness to work weekends and occasional evenings A time in lieu system will operate.

### **Desired/ Non-essential**

- Direct experience of the local Community & Voluntary sector (in a paid capacity or as volunteer)
- Relevant experience
- Experience or qualification in the design and delivery of training
- Experience of using CRM Software (i.e. Salesforce)
- Volunteer management or small team management experience

### **4. Key Information about this role**

- It is anticipated that a substantial amount of weekend and evening working will be required.
- A Time Off in Lieu system (TOIL) operates.
- The role will require flexibility to travel within Dublin. Travel outside of the office is reimbursed according to our expenses policy.

### **Application Process:**

Applications by CV should be submitted online [here](#) before **Monday 6<sup>th</sup> January 2025 at 5pm**