

Alternatives to Violence Project Ireland: Coordinator **(<https://www.activelink.ie/node/108666>)**

Role: Coordinator

Organization: Alternatives to Violence Project (AVP) Ireland

Location: Ireland (primarily remote with travel to prisons and meeting locations as required)

Salary: €34,944.00 per annum pro rata

Hours: Estimated 20-25 hours per week, including weekends and evenings

Role Type: Independent Contractor

Duration: 6 months to the end of 2024 initially (Option of 2025 contract subject to funding)

About AVP Ireland:

The **Alternatives to Violence Project** is a network of volunteers running workshops for anyone who wants to find ways of resolving conflict without resorting to violence. We work primarily in prisons but also in the community.

The Thinking Behind AVP

We understand that conflict is a natural and normal part of life, and that it is possible to learn new ways of handling it. By holding workshops in which the participants consider the underlying causes of friction and violence, practical ways of dealing with situations of conflict are worked out.

Our workshops build on everyday experiences and try to help us move away from violent or abusive behaviour by developing other ways of dealing with conflicts. They help us to increase the respect we have for ourselves and others.

Role Overview:

The Coordinator will manage and facilitate the coordination of workshops and trainings in Irish prisons, will support facilitators, and will foster a sense of community within AVP Ireland.

This role involves significant administrative duties, volunteer management, and financial oversight to ensure the smooth operation and growth of AVP Ireland's programs.

Key Responsibilities:

Services:

Coordinate workshops and trainings in Irish Prisons as per the Service Level Agreement (SLA) with the Irish Prison Service (IPS)

- Plan and schedule workshops with facilitators throughout the year.
- Manage the delivery and assessment of postal courses if necessary.
- Provide facilitators with necessary materials and information in a timely manner.
- Gather feedback and reports on workshops from local facilitators.
- Keep a record of the evaluation sheets after each workshop.
- Offer problem-solving support for facilitators facing difficulties.
- Develop ongoing supervision and training programs for facilitators.
- Assist and support facilitators both inside and outside prisons.
- Coordinate the development of regular support meetings for participants pre- and post-workshops.
- Foster a community atmosphere by convening monthly meetings inside and outside prisons, biannual gatherings, and developing a community of practice.

- Perform additional tasks as identified by the Board of Directors.

Communication and Administration:

- Deliver newsletters inside and outside prisons, with the assistance of facilitators.
- Handle administrative tasks as required by the Board and SLA.
- Process clearances through the IPS Vetting Unit.
- Maintain AVP's database and contact lists in compliance with GDPR.
- Draft quarterly reports for the Board and funders.
- Engage in support and supervision sessions with designated Board Members.
- Provide monthly written reports and attend monthly Board meetings.
- Update the AVP website and social media pages with input from facilitators and Board members.
- Respond to correspondence promptly and professionally.

Management of Volunteers and Program Development:

- Ensure harmonious working relationships with the Board, volunteers, funders, IPS staff, and other stakeholders.
- Recruit and support new volunteers.

Financial Support:

- Collaborate with the AVP Treasurer to adhere to financial controls.
- Liaise with volunteers regarding expense claims and record claims in agreed formats.
- Follow up with donors upon receipt of donations.

Essential Skills and Qualifications:

- Excellent written and verbal communication skills.
- Strong organizational and problem-solving skills.
- Exceptional interpersonal skills.
- Ability to embrace and embody the values of AVP Ireland.
- Proficiency in administrative and financial tasks.
- Experience with volunteer management and support.

Compensation:

The value of the contract between AVP and the successful contractor is €34,944.00 per annum pro rata, paid monthly upon receipt of an invoice. The role requires an estimated 20-25 hours per week, including evenings and weekends to deliver the program.

Application Process:

Interested applicants should submit their resume and a cover letter detailing their skills experience relevant to the role to info@avpireland.ie (<mailto:info@avpireland.ie>)

Closing Dates for Applications: 28th June

Interviews will take place in the first week of July

AVP Ireland is committed to equal opportunity for all and creating an environment that embraces diversity.

Note: The information provided in this contract description is intended to convey the general nature and level of work expected. It is not an exhaustive list of responsibilities, duties, and skills required for the position. The Board of Directors reserves the right to amend and change responsibilities to meet organizational needs as necessary.

Region

Remote / Nationwide

Date Entered/Updated

4th Jun, 2024

Expiry Date
28th Jun, 2024

Source URL: <https://www.activelink.ie/vacancies/community/108666-alternatives-to-violence-project-ireland-coordinator>