

Kerry Volunteer Centre: Volunteer Engagement Worker **(<https://www.activelink.ie/node/108840>)**



At Kerry Volunteer Centre we are passionate about empowering, supporting and advancing Volunteering in Kerry. Established in 2003, Kerry Volunteer Centre is one of twenty-one Volunteer Centres in Ireland, dedicated to supporting local and national Volunteering. We are currently recruiting for the following position.

Position: Volunteer Engagement Worker

Location: Kerry Volunteer Centre, Tralee

Reports to: Placement Officer

Contract: Fixed Term Contract for 28 hours per week for 24 Months.

Salary: €24,000 -€30,000 (dependent on experience) pro rata per annum

Purpose of the role is to support, value, and strengthen volunteering in Kerry. The role involves providing empowering engagement and supportive brokerage services for Volunteers and members of the public interested in volunteering. This involves informing, advising, registering, and arranging a Volunteer's referral to a Volunteer Involving Organisation (VIO) and thereafter completing follow-up engagements with the volunteer to review their referral and evaluation of their placement with the VIO.

Key Duties & Areas of Responsibility will include:

- Ensuring that the registration of volunteers is effective in activating their referral to and placement with volunteer opportunities.
- Development of progression routes for volunteers into volunteering opportunities with Volunteer Involving Organisations (VIOs).
- Arranging activities and events that contribute to the recognition of volunteering.
- Delivering presentations in relation to the Kerry Volunteer Centre and representing the centre at events.
- Participating in internal and external committees, networks, and events, as appropriate.
- Ensuring ongoing compliance with GDPR, organisational data protection policy and all operational policies and procedures.
- Working closely with the Kerry VC team to enhance the services of the centre and meet the targets set out in work plans.
- Undertaking other duties as may be requested. This may include involvement in the organisation's strategic planning, QCI processes, marketing and communication events, research, etc.
- Completing with exactness administrative duties required to record all engagements with Volunteers and VIOs.

Essential requirements include:

- A recognised 3rd Level Qualification in Youth & Community Work, Social Work, Social Science, or an equivalent qualification.
- A minimum of 3 years' experience of working with Community Groups or Organisations.
- Experience in designing and creating engaging social media content as an information, recruitment, and marketing tool.
- Experience in delivering training and presentations.
- Excellent project and time management skills with the ability to manage multiple activities while keeping stakeholders informed.
- Flexibility in attitude and an enthusiastic approach/willingness to help others.
- A reflective learning approach to work and a desire to implement a culture of continuous improvement.
- Fluency in English (written and verbal).
- Commitment to the promotion of equal opportunities and cultural diversity.

- Excellent presentation, communication, influencing, and interpersonal skills.
- Highly motivated, with the ability to work independently, under direction, and in a team setting.
- Demonstratable and strong IT Skills, CRM database experience.
- An understanding of volunteering in Kerry and the needs and challenges of local not-for-profit groups.

Special Conditions

- Full, clean driver's license, with access to a car.
- The nature of this post requires the holder to cover the operational times of the service and the centre. This will involve evening and weekend work to facilitate volunteers' availability, therefore the holder will have a flexible approach to working hours.
- This post is subject to Garda Vetting.

Applications for this position should be sent via email, attaching a cover letter (outlining your suitability to the role) with an up-to-date Curriculum Vitae to ClodaghODonovan@AdvanceHR.ie (mailto:ClodaghODonovan@AdvanceHR.ie) by 5pm Friday, 5 July 2024.

Region

Tralee, Co Kerry

Date Entered/Updated

10th Jun, 2024

Expiry Date

5th Jul, 2024

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