

Dublin City Volunteer Centre: Deputy Manager **(<https://www.activelink.ie/node/109043>)**



Deputy Manager

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.

Learn more about us here: <https://volunteerdublincity.ie/> (<https://volunteerdublincity.ie/>)

2. The Role

Job Title: Deputy Manager

Reporting to: Centre Manager

Location: Unit 4, Whitefriars, Aungier Street, Dublin 2 & remote (blended)

Purpose of Role:

To work with the Centre Manager in leading and managing staff to deliver services to Volunteers and Volunteer-Involving Organisations, as well as supporting the Centre Manager to deliver on the overall aims and objectives of Dublin City Volunteer Centre.

Key areas of work:

1. Human Resources/Volunteer Management

- Line manage and/or support the Volunteer Engagement and Organisation support staff, the centre's Administration and Garda Vetting Officer, the Community Volunteers team and other staff as necessary.
- Contribute to the annual review of each staff member, support staff members in creating and implementing personal development plans, and ensure all staff are adequately trained to provide a quality service, in line with the Quality Standards Framework.
- Oversee the recruitment and induction of staff.

2. Organisational Management and Leadership

- Oversee the assigned service areas and their development in line with the Centre's strategic plan.
- Actively support the delivery and implementation of the National Volunteering Strategy, 2021-2025.
- Collaborate and deliver on required actions and mutual projects with other partners (strategic and Volunteer Centre Network) e.g. social inclusion, community engagement programmes or National Volunteering Strategy related.
- Develop and manage relationships with key stakeholders.
- Keep up to date with volunteering issues regionally, nationally and internationally.

- Work to increase volunteerism, voluntary activity and promote and develop best practice in volunteering.
- Speak about/represent the Centre on issues related to volunteering.
- Represent DCVC at Volunteer Centre Network meetings and other relevant regional/national events and/or meetings; play an active role in national VC working groups.
- Deliver training, workshops and events related to DCVC's work where necessary.
- Uphold the principles of equal opportunities and anti-discriminatory practice in all aspects of work.
- Take ownership of the organisation's policies and, on behalf of the board of directors, lead the review and revision of existing policies and the development of new policies in order to meet the organisation's strategic objectives and statutory obligations.
- Oversee the organisation's administrative functions, including working with the organisation's payroll and accounting contractors.
- Act in place of the Centre Manager when necessary.
- Such other duties which do not change the nature of the post as may be determined by the board in response to contractual developments and needs.

3. Quality, Governance and Impact

- Support the organisation's outcome and impact measurement.
- Ensure that quality checks are carried out across the assigned service areas; proactively make recommendations about continuous quality improvement.
- Ensure staff members understand how to use the national volunteering database, I-VOL, in the agreed manner, procedurally and legally.
- Support the work of the Governance, HR and Finance sub-groups and deliver on agreed policies and procedures.
- Assist with risk assessments of new projects and inform the Centre Manager of emerging risks.

The above job description 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

We are looking for someone who is able to work collaboratively with colleagues and lead people effectively. A strategic mind-set, critical thinking skills and a focus on quality outcomes are key. You will understand how good data and processes contribute to effective service delivery. Volunteer Centres are required to be agile and flexible, adapting to evolving services needs and thus you will be resilient, able to problem-solve and adapt to change and/or your personal leadership style when required.

You will be passionate about the transformative power of volunteering and how it effects positive social change.

(Essential)

- Relevant management experience and/or relevant third level qualification
- Experience of delivering quality standards or services
- Enterprising, innovative, can-do attitude with ability to work on own initiative and as part of a team(s)
- Excellent facilitation and communication skills, written and oral.
- Direct experience of working with a volunteer-involving organisation and/or as a volunteer
- Experience of building, managing and nurturing partnerships and relationships.
- Ability to manage self, manage multiple projects and work in a fast-paced environment.
- Excellent IT skills
- Excellent interpersonal and motivational skills
- Self-motivated, enthusiastic and driven
- Familiarity with the issues relating to volunteering in Ireland
- Knowledge and understanding of the barriers to participation in volunteering and social inclusion issues.
- Flexibility, enthusiasm, commitment and an open mind

(Desired, non-essential)

- Visionary leadership capacity
- Experience of public relations planning and delivery
- Understanding of how to measure outputs, outcomes and impact
- Training experience or qualification

4. Key Information about this role:

- This is a full-time position with Dublin City Volunteer Centre for 12 months. This contract is for a 35-hour week and salary is payable monthly.
- The annual gross salary will be competitive and dependent on the knowledge and experience of the person.
- The role may require occasional participation in meetings which can occur in the evenings and on weekends. A Time Off in Lieu system (TOIL) operates. Travel outside of the office is reimbursed according to our expenses policy.

DCVC offers the following benefits in addition to salary:

- Annual Leave of 21 days, rising by one day every year of service to 25 days.
- Closure of the office on Good Friday and Christmas Eve, which comes additional to annual leave entitlement
- Further Education / Training and learning investment programme
- Travel (bike-to-work schemes/tax saver commuter tickets)
- Paid volunteering leave of four days per annum
- Blended working will be available to all employees.

A complete list of all the terms and conditions will be made available to the candidate offered the role through DCVC's Staff Handbook.

5. Application Process:

If you are interested in the role please apply through the application form [here](https://forms.monday.com/forms/9f288c8f78f3a6519b282a38e132ca79?r=use1) (<https://forms.monday.com/forms/9f288c8f78f3a6519b282a38e132ca79?r=use1>). The closing date for all applications is Monday 22nd July at 5pm.

This post is part funded by Department of Rural and Community Development.

Dublin City Volunteer Centre is an equal opportunities employer.

Region

Dublin 2

Date Entered/Updated

19th Jun, 2024

Expiry Date

22nd Jul, 2024

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