

## **Dyspraxia / DCD Ireland: Volunteer and Intern Support Officer** **(<https://www.activelink.ie/node/109099>)**



### **Volunteer and Intern Support Officer**

Dyspraxia/DCD Ireland is a registered charity and a not-for-profit company limited by guarantee (CLG) with a head office based in Dublin. The organisation aims to increase awareness of Dyspraxia/DCD Ireland and to support people with Dyspraxia/DCD and their families through our clinical programmes, education and training activities, and national information and support helpline. Dyspraxia/DCD Ireland has a strong partnership development ethos; we work closely with a number of Universities and schools in Ireland and the UK to build research and best practice. We are proud of our strong membership base and our volunteers who are committed to supporting the goals and vision of the organisation. Dyspraxia/DCD Ireland operates in an inclusive and transparent manner with a strong focus on good governance. This includes meeting the requirements of the Charities Governance Code and all relevant legislation.

Dyspraxia/DCD Ireland are in the process of implementing our strategic plan 2021 – 2024 <https://www.dyspraxia.ie/Strategic-Plan> (<https://www.dyspraxia.ie/Strategic-Plan>) and are a partner organisation with the HSE as outlined in the HSE National Service Plan 2024.

Dyspraxia DCD Ireland is a membership based organisation with over 500 members supported by a volunteer membership officer. We have a dynamic board of management, all in volunteer roles. We have volunteer support group leaders, education volunteers, peer support volunteers, social media volunteers and many more depending on the needs of the organisation at any given time.

Due to significant demand for services and supports, and limited staff time, we are seeking to appoint a Volunteer and Intern Support Officer with an interest in, or experience of, managing and supporting volunteers and interns. The Volunteer and Intern Support Officer will work closely with the CEO to meet current need and further develop the capacity of volunteers and interns who are an integral part of our organisation. This is a new and dynamic role and one which we anticipate will require a unique individual with the skillset required to enable our organisation to continue to grow in line with demand and vision.

Dyspraxia/DCD Ireland currently partners with the University of Limerick (UL), Dublin City University (DCU), Technological University Dublin (TU Dublin), University College Cork (UCC), Warwick University UK, and various other third level partners from time to time. Our partnerships range from one off research projects to time specific student internships.

The Volunteer and Intern Support Officer role will ensure that all volunteers and interns, regardless of their individual role description will feel supported, acknowledged and valued.

Dyspraxia/DCD Ireland acknowledges that there is a vast range of support needs and requirements across our volunteer platform and our CEO will work closely with the Volunteer and Intern Support Officer in developing this new and exciting role.

The Intern Support component of this role will actively ensure that students are provided with an opportunity to integrate the knowledge and skills acquired in their graduate programs and will serve as liaison officer between third level institutions and Dyspraxia/DCD Ireland.

While we are open to further refining this new volunteer role within our organisation we anticipate that the following will apply:

### **Role Requirements**

- Supporting volunteers and interns remotely and occasionally in person

- Administration of the organisations volunteer database
- Oversight of required qualifications, garda vetting, child first certificates, and any other necessary documents for volunteer and intern roles
- Collecting information on organisational skills gaps and needs
- Overseeing induction and training of volunteers
- Produce schedules for volunteer and intern activities
- Disseminate information and assign responsibilities to the right people for special events
- Coordinate teams of volunteers for large-scale actions
- Communicate frequently with volunteers to ensure they are satisfied and well-placed
- Keep detailed records of volunteers' information and assignments
- Ensure the purpose of the organisation and its actions are clearly communicated

## The successful candidate will need to demonstrate a mix of the following skills and experience:

- Experience in volunteering locally and/or internationally
- Knowledge of recruitment through various channels
- Excellent team coordination and administration skills
- Working knowledge of databases and MS Office (especially Excel)
- Ability to communicate effectively through remote platforms
- A pleasant, outgoing personality
- The vision to anticipate future volunteer and intern needs for the organisation

## Equal Opportunities

Dyspraxia/DCD Ireland is committed to equal opportunities and all volunteer recruitment decisions will be based on merit, suitability for the role and experience. We welcome diversity within our organisation and ensure that recruitment decisions are not influenced by race, religion, gender, disability, age or ethnicity.

## Our Commitment to you

- Provide induction and training to support you in your new role.
- A collaborative work environment with talented people who are committed to achieving the best outcomes for our members and clients.
- Professional development opportunities to help you attain your goals and objectives as a Dyspraxia/DCD Ireland volunteer.
- Recognise and respect your value within our organisation.
- Recognise that you are a volunteer and have other commitments.
- Listen to your concerns if things are not going well.

## Application Process:

If you feel you could make a difference to the lives of the many people we support while building your skills and being part of a dynamic and engaged organisation then we would love to hear from you.

For further information on the role please email [sharon@dyspraxia.ie](mailto:sharon@dyspraxia.ie) (<mailto:sharon@dyspraxia.ie>)

To apply for this role please email us at [info@dyspraxia.ie](mailto:info@dyspraxia.ie) (<mailto:info@dyspraxia.ie>) and provide a cover letter telling us why you are interested in this volunteering opportunity and what skills and qualifications you can bring to the role. We will then organise an informal online meeting with you to discuss your application further.

Thank you for your interest in our organisation!

### Region

Remote / Online

### Date Entered/Updated

21st Jun, 2024

### Expiry Date

21st Aug, 2024

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