

Cavan Volunteer Centre: Development Worker (Full Time) - Cavan **(<https://www.activelink.ie/node/109180>)**



Cavan Volunteer Centre, 2 College Street, Cavan H12 EA44

Job Title: Development Worker **Full-time (Cavan) (35 hrs per week)**

Reports to: Centre Manager

Location: Based in Cavan Town, covering a county-broad remit, mainly the Co Cavan.

Overview of Organisation

Cavan Volunteer Centre is a service that matches individuals who would like to volunteer with organisations involved in volunteer work. We provide various services, including information, consultation, volunteer leadership training and a Garda Vetting Service. Cavan Volunteer Centre is a non-profit and registered charity funded by the Department of Rural and Community Development. It is part of a network of twenty-nine volunteer centres and a member of Volunteer Ireland. Our mission is to *promote the value of volunteering and increase the range and quality of volunteering in Co Cavan.*

Overview of Role: Development Worker

Cavan Volunteer Centre is looking for a dynamic, energetic and highly motivated individual who understands that their role in promoting the value of volunteering is critical to Irish life. A self-starter and an excellent communicator, the candidate must be able to connect with and engage people from all walks of life, specifically in the Co Cavan.

The candidate must be able to empathise with the life situation of potential volunteers and possess the technical competencies required to link and present volunteering in various contexts. You will be confident in dealing with volunteer organisations, offering them support, training and guidance to maximise the involvement of volunteers in their services.

As a Development Worker, you will play a crucial role in our programme to form a group of Volunteers in the Cavan region. This group will be ready to respond to meaningful short-term volunteer roles, events, and even local or national emergencies. You will be the link between these volunteers and local agencies, significantly impacting our community.

The ability to plan and deliver engaging volunteer events will also be an essential requirement, especially in relation to the Community Volunteers. This position is not just challenging but hugely rewarding, giving candidates the opportunity to multi-task in a diverse, fast-paced role where they will use their own initiative as well as collaborate within a small team.

Job Description:

The Development Worker is responsible for delivering an accessible and quality-focused service across Co. Cavan, specifically in the Cavan and surrounding Municipal District, by promoting volunteering, informing and supporting potential volunteers about available opportunities and linking them to these opportunities.

The Development Worker will also support local volunteer-involving organisations, specifically in the Co Cavan, including developing and advertising their vacancies, referring potential volunteers and advising on best practices.

In line with the Volunteer Centre Quality Standards Framework, quality checks on data and a focus on systems (Salesforce) management will also be a vital part of the role, ensuring everyone gets a quality-centred service.

Key Responsibilities will include:

- Promote volunteering and direct potential volunteers to suitable volunteering opportunities in local organisations across the county.
- Maintain an up-to-date database of volunteers and volunteering opportunities through iVOL, our dedicated CRM software (training will be provided).
- Keep accurate and methodical records relating to registered volunteers and volunteering opportunities.
- Build relationships with community and voluntary organisations to ensure that a wide range of volunteering opportunities are registered with the Centre.
- Provide advice and assistance to organisations wishing to recruit volunteers.
- Consult and network with a wide range of stakeholders, keeping them informed and supported with information on good practices with respect to all aspects of volunteering.
- Organise and facilitate volunteer events and initiatives.
- Promote and animate the Volunteer Centre services and activities. This will include implementing the PR and Communications strategy, contributing to the website and social media content, generating media content, conducting presentations and training and participating in various initiatives as required.
- Participate in national Volunteer Centre events, working groups, and other activities.
- Assist in providing Garda Vetting Service to Volunteer Involving Organisations
- Any other duties which do not change the nature of the post, as may be determined by the Centre Manager.
- To support Volunteer-involved organisations to have adequate systems in place to recruit, support, value and manage volunteers.
- To follow up with both Volunteer Involving Organisations and Volunteers to ensure their needs are being met.

Person Specification:

- Personal experience volunteering or supporting volunteers is essential, specifically in Co Cavan.
- A positive can-do attitude and personal values align with the mission of the Cavan Volunteer Centre and a passionate belief that volunteering is for everyone.
- Excellent IT competencies and an intuitive IT user. Confidence with online applications and receptivity to learning new applications.
- Minimum of two years experience in the community and voluntary sector in a paid or voluntary capacity.
- Strong interpersonal skills and the ability to foster and maintain positive working relationships with various people and organisations.
- To be comfortable with social media platforms and usage as a communications tool
- Excellent communication skills, both written and verbal, with experience in delivering presentations and training.
- Ability to work on initiative and as part of a small team working closely with the Centre manager to ensure centre objectives are met.
- Willingness to participate in peer learning and continuous quality improvement.
- Flexibility and willingness to travel and work outside regular office hours as sometimes required
- Excellent organisational skills, including demonstrable experience in managing multiple projects.
- Marketing experience is incredibly beneficial.
- Experience with CRM database Salesforce, an advantage.
- Holds a clean, current Class B Driving Licence and has access to his/her car.

Salary

Salary is €32,560 per annum on a pro-rata basis.

Terms of Employment

1-Year Fixed Term contract. This may be renewed pending funding.

Submitting your application:

The closing date for receipt of applications is 5 pm Tuesday, 9th of July 2024. Interview on 12th of July 2024.

The application form must be submitted by email to board@volunteercavan.ie (mailto:board@volunteercavan.ie) referencing **Development Worker** (Co Cavan) in the subject line. Late applications will not be considered.

Region

Cavan

Date Entered/Updated

25th Jun, 2024

Expiry Date
9th Jul, 2024

Attachment	Size
<u>Cavan Volunteer Centre Development Worker Application Form June 2024_2.docx</u>	145.38 KB

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