

DCU in the Community: Student Volunteering Project Officer **(<https://www.activelink.ie/node/109333>)**

Role: Student Volunteering Project Officer

Description:

Working as part of a small, dynamic and helpful team, you will work with DCU in the Community on events, communication, tasks and projects supporting and promoting volunteering among the student body at Dublin City University, in collaboration with DCU Students' Union.

This is an opportunity for an enthusiastic team player with a keen interest in student engagement, volunteering and working with communities.

Office space will be available in the Office of Civic Engagement, Invent building, DCU Glasnevin Campus, and in DCU in the Community, Shangan Road Ballymun.

Welcome training and induction, as well as ongoing support and guidance, will be provided.

Duration and Hours:

7 months initially, 19th August 2023- 18th March 2025 (possibility of extension) Part-time, 2.5 days equivalent per week (timings flexible)

Salary: €34,335 (pro-rata)

Duties:

The key objective for the role is to assist with development of student volunteering and engagement across DCU campuses and in the community through:

- close collaboration with DCUSUVP for Community and Citizenship, including bi-monthly meetings
- general liaison on student volunteering with DCUSU
- communication and liaison with community and university partners (e.g. Office of Student Life, Student Support and Development)
- engaging DCU student body in volunteering through social media, talks and events
- engaging with the local community in relation to their volunteer requirements

More specifically, the role will involve the following duties:

Media and communications:

- ongoing maintenance of DCU Volunteer social media channels (X, Instagram, Facebook)
- updating the annual DCU Student Volunteering Handbook and publishing it online and in print
- assistance with designing promotional materials for volunteering talks, events and projects
- review the potential of utilizing a student volunteer platform

Events:

- Assistance with organising events and activities for DCU Volunteer Week

and DCU Volunteer Fairs

- Assistance with organising the International Day of the Volunteer celebration (or another annual volunteer celebration)
- Assistance with organising a range of DCUSU supported volunteering and engagement initiatives, e.g. Darkness into Light, charity fundraising events

Administrative:

- administrative duties for DCU Student Volunteering Working Group -organising meetings, minutes of meetings
- reporting on activities and achievements on a quarterly basis

Local engagement:

- Coordination of the DCU in theCommunity Volunteer HUB

Requirements:

Essential requirements include:

- Interest in volunteering, student engagement and working with communities
 - Excellent written, oral and digital communication skills
 - Excellent computer literacy, in particular the use of social media
 - Creativity and good problem solving skills
 - Ability to take initiative and see work through to completion
 - Reliability and punctuality
 - Attention to detail
 - Strong interpersonal skills and ability to build and manage good working relationships with a wide range of stakeholders, and DCU students in particular
 - Ability to work as part of a team
 - Ability to work to deadlines
- Desirable requirements include:
- Student or recent graduate with a relevant degree
 - Event coordination experience
 - Volunteering experience or experience working with communities

Day to Day Contact:

- Manager, DCU in theCommunity
- DCU Students' Union VP for Community and Citizenship

Apply:

Applicants should submit a CV to Natalja.Matease@dcu.ie (<mailto:Natalja.Matease@dcu.ie>) with a short cover letter outlining why they are suited to the role, highlighting relevant experience and skills, and indicating availability.

The closing date for applications is Wednesday, 24th July 2024.

Region

Dublin 9

Date Entered/Updated

3rd Jul, 2024

Expiry Date

24th Jul, 2024

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