

Tipperary Volunteer Centre: Volunteer Support Officer (Part Time) **(<https://www.activelink.ie/node/109735>)**



Part-time Volunteer Support Officer

(21 hours per week)

Tenure: Permanent subject to annual funding.

Hours of Work: Part-Time Position (3 x 7-hour days per week)

Reporting to: Centre Manager

Office Base: Cashel

Closing date: 5:00 pm on Friday, 30th August 2024

Name & Address of Employer

Tipperary Volunteer Centre CLG
Chapel Lane
Cashel
Co. Tipperary
E25X239

About Tipperary Volunteer Centre

Tipperary Volunteer Centre is the agency tasked with strengthening and supporting volunteering across County Tipperary. Primarily funded through the Department of Rural and Community Development, we are a Company Limited by Guarantee and a registered charity since 2006. (RCN:20068103)

Volunteers registered with the Tipperary Volunteer Centre contribute more than 35,000 hours annually to community-based, not-for-profit groups across the county.

We facilitate this impact by partnering with organisations that involve volunteers to create meaningful volunteer roles while working with those wishing to volunteer to source suitable opportunities for them to volunteer.

We pride ourselves on building capacity within the local volunteering infrastructure while assisting groups with all aspects of their volunteer programmes from volunteer recruitment through to retention and recognition.

Operating from two offices in Cashel and Nenagh, the centre is governed by a voluntary board of directors. We are one of Ireland's twenty-nine Volunteer Centres and are affiliated with Volunteer Ireland, the national development agency for volunteering.

Our Mission.

Tipperary Volunteer Centre works collaboratively to enable a vibrant volunteering sector throughout the county by identifying and publicising volunteering opportunities and by supporting and enhancing the capacity of both volunteers and volunteer-involving organisations.

Our Vision.

Everyone has access to volunteering opportunities that are fulfilling, engaging and which contribute to the wellbeing of the community. Volunteers and groups are supported and respected for the impact they make.

Job Description:

Tipperary Volunteer Centre seeks a motivated individual passionate about the individual and collective benefits of volunteering.

Under the guidance of the Centre Manager, the successful applicant will work with individuals who actively volunteer and those looking to volunteer.

The primary role of the Volunteer Support Officer will be to assist potential volunteers through all steps of the process, from initial registration to placement in a suitable volunteer role. This will be done by:

1. Processing online volunteer registration forms.
2. Promoting volunteering and directing potential volunteers to suitable volunteering opportunities in local organisations across the County.
3. Assisting volunteers through the selection/recruitment process.
4. Maintaining an up-to-date database of volunteers and volunteering opportunities for county Tipperary using our internal Salesforce™ CRM.
5. Keeping accurate and up-to-date records of all interactions with volunteers and volunteer-involving organisations.
6. Evaluating and continuously improving the volunteer referral services offered by the Tipperary Volunteer Centre.
7. Monitoring the internal systems of the Tipperary Volunteer Centre to ensure compliance with the Volunteer Ireland Quality Standards Framework and the conditions of our funding.
8. Organising the logistics of Volunteer Events, Pop-Up Volunteer Centres, and Volunteer Fairs.
9. Promoting local, regional, and national events targeted at volunteers and volunteer-involving organisations.
10. Managing the Centre's social media accounts and updating the Tipperary Volunteer Centre website.
11. Managing the Garda Vetting Services of the Tipperary Volunteer Centre.
12. Providing Garda Vetting training to new and existing organisations as required.
13. Assisting with other projects on an as-needed basis as defined by the Centre work plan, our funders or the Centre Manager.
14. Providing administrative support to the Board, Centre Manager and staff as required.

KEY CONSIDERATIONS

Reporting to the Manager of the Tipperary Volunteer Centre:

- This role is subject to a probationary period of six months.
- The structure of the role is 3 x 7-hour (excluding lunch break) days per week.
- The office base for this post is in CASHEL.
- A degree of flexibility is required as this role will require some out-of-hours / weekend work.
- Applicants must have a full, clean driver's license and access to their own transport.
- Pre-approved travel and subsistence expenses are paid and are linked to current public sector rates.
- The salary for this position starts at €18,600 (€31,000 FTE), with wages paid every fortnight.
- Annual leave is 15 days per year (25 days pro rata), excluding public holidays.

PERSON SPECIFICATION

Skills, knowledge, and competencies

Essential:

- Minimum of two years of experience in the community and voluntary sector in a paid or voluntary capacity.
- A commitment to champion the Tipperary Volunteer Centre's mission, vision and values.
- Personal experience volunteering or supporting volunteers is essential.
- Competence in the use of IT systems, including Microsoft Office™.
- Strong interpersonal skills and the ability to foster and maintain positive working relationships with individuals and key stakeholders.
- Excellent written and verbal communication skills in the English language.
- Proven ability to work on own initiative and as part of a team.
- Excellent organisational skills, including experience managing multiple priorities/projects.
- An understanding of the challenges facing volunteering locally and nationally.
- Flexibility to assist other team members on specific initiatives/projects as business needs dictate.

Desirable:

- A relevant Level 7 or higher degree.
- A working knowledge of the Garda Vetting Process.
- Experience in report writing and presentation delivery.

- Experience working within the confines of a Quality Standards Framework.
- Experience using a CRM database.
- Proven problem-solving skills.

Personal Qualities:

A team player with a positive can-do attitude and a high tolerance for ambiguity who believes in the value of volunteering and is committed to working with the staff and board of the Tipperary Volunteer Centre to make volunteering a viable option for all who would like to experience it.

Selection process

Interview shortlisting will be determined based on information supplied in your application form and cover letter.

How to apply

Please send the completed application form with a Cover Letter outlining your suitability for the post to jobs@volunteertipperary.ie (mailto:jobs@volunteertipperary.ie) by 5:00 p.m. on Friday, August 30th 2024.

Tipperary Volunteer Centre is an Equal Opportunities employer. Canvassing will disqualify. Shortlisting will apply, and a panel may be formed from which similar future posts will be filled.

Region

Cashel, Co Tipperary

Date Entered/Updated

23rd Jul, 2024

Expiry Date

30th Aug, 2024

Attachment	Size
Job Specification - VSO	111.22
Cashel.pdf	KB
VSO - Application Form.docx	66.88 KB

Source URL: <https://www.activelink.ie/vacancies/community/109735-tipperary-volunteer-centre-volunteer-support-officer-part-time>