

## **Tipperary Volunteer Centre: Volunteering Development Officer (Part Time) (<https://www.activelink.ie/node/109736>)**



### **Part-time Volunteering Development 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:** Nenagh

**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 dynamic, energetic and motivated individual who understands the impact volunteering has at all levels within society.

Under the guidance of the Centre Manager, the successful applicant will partner with community-based not-for-profit groups to assist them with all aspects of their volunteer programme.

The primary role of the Volunteering Development Officer will be to build capacity within North Tipperary-based volunteer-involving organisations. This will be done by:

1. Promoting the myriad of free services offered by the Centre.
2. Building meaningful relationships with all our stakeholders.
3. Working with volunteer-involving organisations (VIOs) to assess their readiness to involve volunteers.
4. Conducting VIO volunteer programme health checks.
5. Designing individual solutions to address the specific volunteering needs of VIOs.
6. Assisting VIOs to define meaningful volunteer roles.
7. Assisting VIOs with volunteer recruitment drives.
8. Managing the volunteer recruitment journey from initial expression of interest through to placement.
9. Soliciting feedback from volunteers placed within VIOs with a view to improving internal processes and the volunteer experience.
10. Delivering Volunteer Management training to VIOs.
11. Organising weeklong pop-up Volunteer Centres across the catchment area.
12. Working with the confines of our funders and the Volunteer Ireland Quality Standards Framework.
13. Assisting with other tasks on an as-needed basis as defined by the Centre work plan, our funders or the Centre Manager.

## 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 NENAGH.
- 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.
- Travelling to communities across county Tipperary is fundamental to this role.
- 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.
- A structured hybrid working arrangement is a possibility for this role.

## PERSON SPECIFICATION

### Skills, knowledge, and competencies

#### Essential:

- A commitment to champion the Tipperary Volunteer Centre's mission, vision and values.
- Personal experience volunteering or supporting volunteers is essential.
- Minimum of two years of experience in the community and voluntary sector in a paid or voluntary capacity.
- Competent 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 organisations.
- Excellent written and verbal communication skills in the English language.
- Proven ability to work on one's 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.
- Experience in event organisation and planning.
- Experience working within the confines of a Quality Standards Framework.
- Experience using a CRM database.

- Proven problem-solving skills.
- Ability to develop and deliver training to volunteer-involving organisations.
- Willingness to participate in peer learning and continuous quality improvement programmes.

## 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) (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

Nenagh, Co Tipperary

### Date Entered/Updated

23rd Jul, 2024

### Expiry Date

30th Aug, 2024

Attachment	Size
<a href="#">Job Specification - VDO</a>	110.53
<a href="#">Nenagh.pdf</a>	KB
<a href="#">VDO - Application Form.docx</a>	67.38 KB

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**Source URL:** <https://www.activelink.ie/vacancies/community/109736-tipperary-volunteer-centre-volunteering-development-officer-part-time>