

Polio Survivors Ireland: Volunteer Officer (Part-time) **(<https://www.activelink.ie/node/110854>)**



For Polio Survivors By Polio Survivors since 1993

Polio Survivors Ireland wishes to recruit a part-time Volunteer Officer to join our strong and dedicated staff team. This is a fixed term contract renewable subject to funding from the Health Service Executive.

The main focus of this role is on recruiting new members, encouraging volunteering within the organisation, and supporting these in their roles. **The successful candidate will have extensive experience in recruiting and working with volunteers and/or members of a voluntary organisation.**

As this is an outreach role working with members and volunteers across the country, extensive travel is required. This person will report to the CEO and will also be required to attend the office in Dublin on a monthly basis.

Essential Skills & Experience:

- Experience of recruiting members or volunteers to a non-profit organisation
- Experience of supporting volunteers or members of a non-profit organisation
- Own car & clean full driving licence
- Have strong organisational, communication & people skills
- Competent in MS Office programs, Zoom and/or MS Teams
- Be prepared to travel regularly across Ireland
- Resident in Ireland

Experience of working with people with a disability and/or a chronic health condition or with older people would be a distinct advantage.

Salary is €24,000 per annum for a 20 ¼ hour working week

Applicants must complete an application form, download here and submit it along with an up-to-date CV to ceo@polio.ie (mailto:ceo@polio.ie) no later than Monday 30th September, 2024.

Region

Dublin 7

Date Entered/Updated

12th Sep, 2024

Expiry Date

30th Sep, 2024

Attachment	Size
Volunteer Officer Job Description.pdf	96 KB
Volunteer Officer Application Form.docx	71.92 KB