

## **Volunteer Ireland: Volunteer Network Support Officer (Part Time)** **(<https://www.activelink.ie/node/113198>)**



Volunteer Ireland is recruiting for a Volunteer Network Support Officer. The role is based remotely with occasional work from Volunteer Ireland's offices in Regus House, Harcourt Centre, Harcourt Road, Dublin, D02 HW77.

The role is a fixed-term one year contract, part-time (3 days or equivalent 21 hours per week).

The salary is €30,000 - €32,000 per annum pro rata.

For more details of the role and some background on the organisation please view the application pack attached, which includes a full job description and application form.

### **Benefits**

Volunteer Ireland offers a host of great benefits to all employees including:

- A work from anywhere policy for up to 4 weeks per year
- Remote and flexible working arrangements to provide a great work/life balance
- 4 days to volunteer at an organisation of your choice every year
- A warm and inclusive culture
- 25 days annual leave (two to be kept for Christmas-New Year when office closes) with an extra day added per year of service up to three years.
- Access to employee pension scheme on completion of probation, matched by the organisation up to 5%
- Training and development budget ring fenced for each employee
- Cycle to work scheme
- Employee Assistance Plan

### **To apply:**

To apply for this position, please complete the attached application form and submit it as per instructions below.

Applications will only be considered if submitted on the application form. Please *do not* send your CV.

Applications should be submitted by email with Volunteer Network Support Officer in the subject line [tpaul@volunteer.ie](mailto:tpaul@volunteer.ie) (<mailto:paul@volunteer.ie>)

**Queries:** Please address any queries you may have about the Volunteer Network Support Officer role to:

Paul Collins, Outcomes & Impacts Manager

Tel: [087 6307157](tel:0876307157) (tel:0876307157) | [paul@volunteer.ie](mailto:paul@volunteer.ie) (<mailto:paul@volunteer.ie>)

**Closing Date:** 5pm 14th February 2025

**Interviews:** Interviews will take place in the week beginning 24th February 2024.

Incomplete applications or applications received after this time will not be considered.

We value diversity and aspire to reflect this in our workforce. We welcome applications from people from all sections of the community, irrespective of race, ethnicity, gender, age, disability, sexual orientation, religion or belief. This role requires applicants to have the right to work in Ireland.

### **Region**

Remotely / Dublin 2

### **Date Entered/Updated**

16th Jan, 2025

**Expiry Date**

14th Feb, 2025

**Attachment****Size**

<u>1. Volunteer Ireland VNSO Job Description 2025.pdf</u>	135.08 KB
<u>2. VNSO Application Form 2025.docx</u>	175.08 KB

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**Source URL:** <https://www.activelink.ie/vacancies/community/113198-volunteer-ireland-volunteer-network-support-officer-part-time>