

Hygiene Hub: Volunteer Manager (Part Time) **(<https://www.activelink.ie/node/113298>)**



Volunteer Manager

Reporting to: The Board of Hygiene Hub

Location: Remote, In Person travel required at times.

Hours of work: Part-Time - 21 hours per week, schedule negotiable. Some evenings and weekend work may be required, with prior notice agreed upon and flexible hours upon agreement.

Contract: 12 month fixed term

Compensation: Salary: up to €50,000, Pro Rata, Depending on Experience
22 days of annual leave, Pro Rata

Role Purpose:

The Volunteer Manager will play an integral role in recruiting, engaging, and supporting volunteers to drive the Hygiene Hub's mission. This role focuses on fostering strong relationships with Volunteer centres, Managing a Corporate Volunteer Programme, supporting School Partnerships, and mobilising volunteers to establish new Hubs. The Volunteer Manager will create a welcoming, inclusive, and vibrant volunteer experience, ensuring that volunteers feel valued and supported.

Key Responsibilities

1. Volunteer Growth and Engagement

- Develop relationships with local and regional volunteer centres to increase volunteer applications.
- Manage and grow the Corporate Volunteer Programme, collaborating with companies to create impactful volunteering opportunities.
- Liaise with schools to involve students and staff in volunteering initiatives.
- Oversee the volunteer application process through Salesforce, ensuring applicants receive timely responses and a smooth onboarding experience.
- Plan and host volunteer social events to build community and strengthen engagement.

2. Volunteer Community and Support

- Match volunteers with roles suited to their skills, interests, and availability.
- Support the setup of new Hubs by recruiting and preparing local volunteers.
- Act as a point of contact for volunteers, addressing questions, providing guidance, and fostering an inclusive environment.
- Support with national campaigns relating to volunteer engagement
- Implement a structured onboarding process to ensure all volunteers feel welcomed and informed about their roles.

3. Programme Development and Partnerships

- Collaborate with corporate and school stakeholders to design bespoke volunteer programmes aligned with organisational needs.
- Coordinate volunteer involvement in operational and outreach activities, such as donation drives and events.

4. Recognition and Retention

- Organise appreciation initiatives, including the annual “Volunteer of the Year” programme, to celebrate volunteer contributions.
- Build a culture of gratitude and inclusion, ensuring volunteers feel recognised and valued for their efforts.
- Regularly gather feedback from volunteers to improve their experience and engagement.

5. System Management and Reporting

- Utilise Salesforce to manage volunteer data, applications, and communications.
- Produce regular updates on volunteer engagement and programme activities for internal review and external reporting.

6. Policy Development and Compliance

- Assist in developing and maintaining volunteer policies and procedures to ensure clarity and consistency.
- Ensure all volunteers meet the organisation’s standards and safety guidelines.

Key Requirements

Essential

- Proven experience in volunteer management and/or community engagement or a related field.
- Previous experience in the non-profit or charity sector
- Experience in developing and growing volunteer programmes.
- Strong networking skills and the ability to build partnerships with organisations such as volunteer centres, schools, and corporate partners.
- Excellent communication and interpersonal skills, with the ability to engage and motivate diverse groups.
- Organisational skills, with the ability to manage multiple projects and priorities.

Desirable

- Event planning and delivery experience.
- Creativity and enthusiasm for designing impactful volunteer programmes.
- Proficiency in Salesforce or similar CRM platforms for managing volunteer data and communications.

Personal Attributes

- Commitment to the mission and values of the Hygiene Hub.
- Approachable, friendly, and passionate about building inclusive communities.
- Adaptable and proactive, with a strong problem-solving mindset.

Application Process

To apply, please submit your CV and a cover letter detailing your experience and suitability for the role to finance@hygienehub.ie (<mailto:finance@hygienehub.ie>). Applications will be reviewed on a rolling basis, with a deadline of February 21st

Region

Remote

Date Entered/Updated

21st Jan, 2025

Expiry Date

21st Feb, 2025

