

Localise Youth and Community Service: Volunteering Development Officer (<https://www.activelink.ie/node/113730>)



Volunteering Development Officer

Position Title: Volunteering Development Officer

Location: Dublin Based. Some travel may be required.

Reports To: Youth & Community Coordinator

Salary: €34,000 per annum with travel expenses

Purpose of the Role:

The Volunteering Development Officer will play a critical role in expanding Localise's grassroots volunteer initiatives. This role is integral to increasing the number of adult volunteers and youth participants engaged in community volunteering programs, thereby fostering a culture of lifelong service and positively impacting socio-economically challenged and immigrant communities. This role involves afternoon, evening and weekend work for a total of 37.5 hours per week. Flexibility will be required and given.

Key Responsibilities:

1. **Volunteer Recruitment and Training:**
 - Recruit adult community volunteers annually.
 - Train and support adult volunteers to lead Localise's Volunteering in Action Programmes.
 - Build relationships with volunteers to ensure sustained engagement and leadership.
2. **Programme Development and Implementation:**
 - Launch and oversee volunteer-led programs annually.
 - Facilitate workshops, community projects, and reflective sessions to enrich the volunteer experience.
 - Support National Youth Volunteer Portfolio onboarding for young participants, enhancing their long-term engagement.
3. **Volunteer Support and Engagement:**
 - Provide end-to-end support for community volunteers, including planning, logistics, and mentorship.
 - Conduct relationship-building workshops and regular reflective sessions to encourage volunteer development.
 - Act as a point of contact for volunteers, addressing concerns and fostering a collaborative environment.
4. **Monitoring and Reporting:**
 - Ensure knowledge and practicalities of Child Protection and Welfare Policies and Procedures.
 - Manage data and reporting processes using Localise's CRM system.
 - Ensure adherence to Localise's policies, procedures, and GDPR compliance.
 - Provide regular progress updates and contribute to project reviews and audits.
5. **Collaboration and Coordination:**
 - Work closely with the Youth & Community Coordinator and other team members to align project goals.
 - Participate in weekly staff and planning meetings to ensure effective communication and project delivery.

Skills and Qualifications:

- **Education:** Bachelor's degree in Community Development, Youth Work, Social Care, Education, or a related field (or equivalent experience).
- **Experience:**
 - Proven experience in working with young people.

- Proven experience in programme facilitation or community engagement.
- Lone working and strong initiative.
- Experience working with socio-economically disadvantaged or migrant communities is an advantage.
- **Skills:**
 - Strong leadership and communication skills.
 - Ability to build and maintain relationships with diverse groups.
 - Organisational and project management expertise.
 - Proficiency in data management systems (CRM experience is a plus).
 - Commitment to fostering a culture of service and inclusion.
- **Desirable**
 - Own car and full driving licence.

Impact of the Role:

The Volunteering Development Officer will be instrumental in scaling Localise's capacity to inspire and empower a new generation of volunteers, significantly increasing the organisation's reach and societal impact. By achieving measurable outcomes such as increasing adult and youth volunteer participation, the officer will contribute to the creation of a sustainable and impactful volunteer network across Ireland.

Benefits:

- Opportunity to contribute to meaningful, grassroots community development.
- Access to professional training and development programs.

Application Process:

Interested candidates are invited to submit their CV and a cover letter outlining their qualifications and motivation for this role by email to Cat Scanlon at cat.scanlon@localise.ie (<mailto:cat.scanlon@localise.ie>) by end of day, Monday 24 February 2025.

Equal Opportunity Statement:

Localise is an equal opportunity employer. We welcome applications from individuals of all backgrounds, particularly those from diverse and underrepresented communities.

Region

Dublin

Date Entered/Updated

10th Feb, 2025

Expiry Date

24th Feb, 2025

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