

Wicklow Volunteer Centre: Administrator (Part Time) **(<https://www.activelink.ie/node/114250>)**



Job Title: Administrator

Reporting to: County Wicklow Volunteer Centre Manager

Hours / contract: The role is part-time (15 hours per week)

Salary: €15 ph

Location: The County Wicklow Volunteer Centre has two offices: Unit 2, Carlisle House, Adelaide Road, Bray, Co. Wicklow and 1 Earlton House, South Key, Wicklow Town, Co. Wicklow. You will be based in the Bray Office.

Description of County Wicklow Volunteer Centre

The County Wicklow Volunteer Centre is an independent organisation committed to developing volunteering in Wicklow and its natural environment. We are affiliated with Volunteer Ireland and are part of a network of Volunteer Centres (VCs) across the country.

We offer the following services:

To Volunteers:

- The opportunity to chat with a member of staff to discuss volunteering opportunities.
- Access to a database of volunteering opportunities so that all volunteers can choose the opportunity that best suits them.
- Information on the how, why, and where of volunteering, the volunteer's rights and obligations, and best practices in volunteering.
- On-going support for the volunteer through regular contact.

To Volunteer Involving Organisations:

- We offer a free volunteer placement service to organisations,
- Email and telephone support with our staff on the how, why, and where of volunteering.
- Access to training on involving and managing volunteers and all things volunteering.
- Help with developing new projects involving volunteers.
- Advice and information around best practice issues when involving volunteers

Position Summary:

Duties & Responsibilities:

- Provide comprehensive administrative assistance to the County Wicklow Volunteer Centre Manager and Placement Officers to ensure the efficient operation of the Volunteer Centre.
- Serve as the primary point of contact for inquiries, managing correspondence via email, phone, and in-person interactions liaising with Placement Officers and Centre Manager as required.
- Provide assistance to the County Wicklow Volunteer Centre in terms of communication initiatives and activities such as newsletter and social media promotion.
- Assist in the planning and execution of volunteer-related events and training sessions.

- Maintain and update volunteer and organisational records in Customer Relationship Management system ensuring compliance with data protection regulations.
- Oversee office supplies inventory and place orders as necessary.
- May perform other duties and responsibilities as assigned.

Qualifications and Experience:

- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and experience with database management.
- Experience in an administrative role and/or experience or understanding of the volunteer sector would be beneficial.
- Excellent organisational and time-management skills, with the ability to manage multiple tasks efficiently and a willingness to undertake a variety of tasks.
- Knowledge of data protection regulations and best practices in record-keeping.

Personal Attributes:

- Strong communication and interpersonal skills, with a commitment to delivering high-quality customer service in a multicultural working environment.
- A proactive and self-motivated individual with a passion for community development and volunteerism.
- Ability to work collaboratively within a team and adapt to a dynamic work environment.
- High level of integrity and discretion in handling confidential information.

If interested, please email your CV and a cover letter to Storm at storm@volunteerwicklow.ie (<mailto:storm@volunteerwicklow.ie>).

The closing date is March 27th, interviews will be held April 3rd in the afternoon.

Region

Bray, Co Wicklow

Date Entered/Updated

6th Mar, 2025

Expiry Date

27th Mar, 2025

Source URL: <https://www.activelink.ie/vacancies/community/114250-wicklow-volunteer-centre-administrator-part-time>