

## **Crosscare: Club Officer (Part Time)** **(<https://www.activelink.ie/node/114445>)**



### **Club Officer**

#### **The Employer:**

Crosscare delivers services with a servant leadership ethos. Crosscare's Homeless, Youth, Information and Advocacy Teams support those most in need with Love, Respect and Excellence. Crosscare exists to support individual and families when they face difficult challenges in life and when they find it hard to get the help they need. Crosscare focuses on helping people when they need it most or when they can't find support anywhere else.

**Location:** Based in Finglas but working with clubs and summer projects across Dublin City

**Work Schedule:** 20 Hours

**Contract:** 6 Month Fixed Term Contract

**Salary:** €32,574 - €45,795 PRO RATA

**Reporting to:** Youth Services Manager

#### **The Role:**

Crosscare Voluntary Youth Clubs create life long memories for young people and volunteers. They are a place where everyone is treated with a level of respect that they will remember, be given an excellent service and are shown Love, Care and Kindness in all interactions.

Crosscare fundamentally believes in the vision and capabilities of volunteers to fulfil the potential of young people to shape a better future.

This role is to support existing voluntary youth clubs and develop new clubs and Summer projects in areas where provision exists and also where there is little or no service provision for young people.

#### **General Responsibilities:**

- Establish links and professional relationships with current volunteers running clubs and summer projects.
- Make new links in communities that have no youth work provision to help establish voluntary clubs and Summer projects within the locality.
- Liaise with other youth work agencies in Dublin that support volunteers.
- Deliver training to volunteers to help support them in their development of clubs and summer projects.
- Deliver child safeguarding training to all volunteers.
- Organise events throughout the year to link volunteers and help support their development.
- Ensure clubs are operating within the National Quality Standards for Volunteer Led Youth Groups.
- Ensure clubs are operating within the Crosscare affiliation criteria.
- To create an awareness and respect for diversity and culture.
- To work effectively as part of the team.
- To perform administrative duties associated with the role including relevant record keeping, and UBU reporting forms.
- Work evenings and weekends as required.

#### **Qualification Required & Experience Required**

##### **Education Requirements:**

- Be in possession of a relevant qualification.

## Experience

- Have a minimum of 3 years experience working with volunteers in a community setting.
- Experience of dealing with Child Protection issues.

## Desirable

- Facilitation Skills

## Personal Skills:

- A commitment to social justice and to treating people with dignity and respect.
- An understanding of the principles of teamwork and the ability to work on your own initiative as well as part of a team.
- A positive, can do attitude is essential in this role.
- Flexibility, good time management and a professional manner.
- Ability to be proactive and creative in approaches to the work
- Excellent communication skills.
- Excellent computer skills.
- A full clean driving licence.

## Benefits:

- Competitive salaries
- Generous annual leave
- Additional leave for long service
- Training and Development Programmes
- Employee Assistance Programme
- Digital Doctor Service
- Competitive pension plan
- Bike to Work Scheme

In Crosscare, we approach our work with an attitude of service, showing love, care and kindness in all interactions with others. We treat people with a level of respect they will remember long after our service and support have been received. We strive for excellence in everything we do. Our clients, young people and service users deserve it.

Detailed information on all aspects of our work is available a [www.crosscare.ie](http://www.crosscare.ie/) (<http://www.crosscare.ie/>)

## Application Process:

To apply, please upload a comprehensive CV and letter of application (one document) detailing your suitability for the role to the link provided.

Closing date for applications is **March 28th 2025**

## **[Apply Now \(https://login.hirelocker.com/crosscare/jobs/31673/club-officer-part-time-closing-date-28-03-25-dublin\)](https://login.hirelocker.com/crosscare/jobs/31673/club-officer-part-time-closing-date-28-03-25-dublin)**

*Crosscare is an equal opportunities employer. Garda Vetting will apply to this role. By submitting your application you agree with Crosscare Privacy Policy.*

*Crosscare is registered with the Charities Regulator (RCN: 20169084) and the Revenue Commissioners (CHY-6262)  
Crosscare is the Social Care Agency of the Archdiocese of Dublin.*

## Region

Finglas & Dublin City

## Date Entered/Updated

14th Mar, 2025

**Expiry Date**

28th Mar, 2025

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**Source URL:** <https://www.activelink.ie/vacancies/children-youth/114445-crosscare-club-officer-part-time>