



Waterford Volunteer Centre

Ionad d'Obair Dheonach Port Lairge

Waterford Volunteer Centre

Volunteer Centre Support Coordinator Job Description and Person Specification

Name & Address of Employer

Waterford Volunteer Centre
4C Manor House
Manor Village
Cork Road
Waterford
X91 HH9P

Job Title: Volunteer Centre Support Coordinator

Reporting to: Volunteer Centre Manager

Base: Based in Waterford Volunteer Centre office in Waterford City

Overview:

Waterford Volunteer Centre provides a person-centred approach to supporting volunteers and volunteer involving organisations across Waterford. Funding is provided by the Department of Rural and Community Development.

This is an exciting development within Waterford and builds on existing volunteering infrastructure providing numerous supports and services within our local communities. The Volunteer Centre Support Coordinator will play a key role, working with the manager, staff, and Board of Directors in supporting a quality-based, person-centred volunteer service. Through interactions with volunteers and regular updating of events and opportunities on the website and social media, Waterford Volunteer Centre can increase its reach across the County. Efficient record keeping and updating the database will enable us to report effectively on progress to funders and stakeholders.

Key role of Volunteer Centre Support Coordinator:

The successful candidate will be responsible for general administration duties, promotion of Waterford Volunteer Centre through scheduling and creating content for social media platforms and will support the Garda Vetting service. They will promote, support, and deliver the aims and objectives of Waterford Volunteer Centre in line with its work plan, ethos and policies.

Salary: €8,500 - €9,100 (Post is permanent subject to funding)

Hours: 10 hours per week with a flexible approach for occasional weekend and evening work.

Key areas of work will include

General Administration

- Provide administration backup and support to Waterford Volunteer Centre Manager and Volunteer Placement & Development Officer in the delivery of quality-based, person-centred service within Waterford
- Provide follow-up support to registered volunteers and ensure records are up to date
- To undertake administration duties to support communication, website maintenance, promotion, social media etc.
- To assist the Garda Vetting service provided by Waterford Volunteer Centre
- General administrative duties as they relate to the post

Support & Services

- To help organise and support events, training, and initiatives as part of the staff team
- To work closely with the staff team to enhance the services of the Waterford Volunteer Centre and meet the targets set out in the work plan & strategic plan
- Maintain accurate and detailed records required for finance, data collation etc. to support staff and Board of Directors
- Ensure Volunteer Centre Quality Standards are adhered to
- Follow up with registered organisations and keep I-VOL records up to date
- Assist with outreach across the county as required
- Provide information on supports and services offered by Waterford Volunteer Centre

Person Specification

Essential criteria

- Minimum of 3 years' experience in administration, social media, promotion etc.
- Excellent communication and interpersonal skills
- Computer/IT literate including proficiency in Microsoft Office 365, including Excel; Salesforce or similar CRM package.
- Full clean driving licence and use of own car

Desirable criteria

- Commitment to the development of volunteering in Waterford
- Experience of the community and voluntary sector, including issues relating to volunteering in Ireland.
- Familiarity with Garda Vetting processes
- Knowledge and experience of the promotion of services through social media
- Flexibility, with a willingness to occasionally travel and work outside normal office hours

Personal Qualities

Essential

- Person-centred approach
- Commitment to the development of volunteering
- Commitment to achieving the aims and objectives of Waterford Volunteer Centre
- Leadership – the ability to use own initiative and work as part of a team
- Communication skills
- Willingness to work alongside volunteers
- Self-motivated approach to work
- A constructive & progressive attitude to working as part of the staff team and ability to develop partnerships with the wider community.

Six-month probationary period applies.

Closing Date for submission of cover letter and Curriculum Vitae is Wednesday, March 29th at 3pm. Please email for the attention of the Manager to

sharon@volunteerwaterford.ie or post to Waterford Volunteer Centre, 4C Manor House, Manor Village, Cork Road, Waterford, X91 HH9P (late applications will not be accepted). Shortlisting will apply.

Please note that interviews for this position will take place on the week of April 10th.

This post is funded by The Department of Rural and Community Development.