

Waterford Volunteer Centre

Ukrainian Volunteer Outreach Officer

Job Description and Person Specification

Name & Address of Employer

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

Job Title: Ukrainian Volunteer Outreach Worker

Reporting to: Volunteer Centre Manager

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. More information on Waterford Volunteer Centre can be found at www.volunteerwaterford.ie.

The Ukrainian Volunteer Outreach Worker will play a key role, working with the manager, staff, and Board of Directors in supporting a quality-based, person-centred volunteer service aimed at supporting the inclusion of Ukrainian and other migrants in their communities through volunteering. **This will be a fixed contract finishing on December 22nd, 2023.**

Key role of Ukrainian Volunteer Outreach Worker:

The successful candidate will be responsible for assisting in the integration of Ukrainians and other migrants into their communities. Administration tasks relevant to the role will also be required, including translating information documents and social media posts.

Salary: €16:50 hourly rate. **This is a fixed-term contract.**

Hours: 28 hours per week with a flexible approach for occasional weekend and evening work.

Key areas of work will include:

Support & Services

- Developing promotional material and social media in English, Ukrainian and Russian.
- Meeting with individuals at the volunteer centre and outreach clinics to promote engagement in volunteering activities in those areas and across the county.
- Visiting those residing in rest centres and hotels to promote volunteering and provide information on local Volunteer Involving Organisations (VIOs) and current volunteering opportunities.
- Engaging with VIO's to promote inclusive volunteering opportunities, providing information and guidance.
- Attending local networking events and activities to promote inclusion in volunteering.
- To work closely with the staff team to enhance the services of the Waterford Volunteer Centre.
- Provide information on supports and services offered by Waterford Volunteer Centre to the Ukrainian and migrant population in Waterford.
- To develop a central point of information sharing for new Ukrainians in the county and administration of same.
- Develop projects to promote inclusion and integration through volunteering.

Person Specification

Essential criteria

- A relevant third-level qualification such as social sciences/social care, psychology, community development or equivalent combination of relevant education and experience.
- **Multilingual verbal and written fluency in English and Ukrainian and Russian.**
- A minimum of one years' experience in a similar position or in community services/education/social care setting in Ireland or elsewhere.
- Experience in providing individual support and working with community-based organisations in areas such as information sharing, needs identification and capacity building.
- Excellent communication and interpersonal skills

- Computer/IT literate including proficiency in Microsoft Office 365 including Excel.
- Flexibility, with a willingness to travel and work outside normal office hours
- Be resident in and have full permission to work in Ireland.
- Be available to take up the role with immediate effect.

Desirable criteria

- Commitment to the development of inclusion in volunteering in Waterford
- Experience in the community and voluntary sector including issues relating to volunteering in Ireland or elsewhere.
- Knowledge Salesforce or similar CRM package.
- Full clean driving licence and use of own car

Personal Qualities

Essential

- Commitment to the promotion of equal opportunities and cultural diversity.
- Leadership – ability to use own initiative and work as part of a team.
- Excellent verbal and written communication skills.
- Person-centred approach.
- 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.

Closing Date for submission of cover letter and Curriculum Vitae is Thursday, February 16th 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 or C.V.s will not be accepted).

Please note that interviews for this position will take place the week of February 27th.

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

Waterford Volunteer Centre is an equal opportunities employer.