

Galway Volunteer Centre

Job Specification – County Outreach and Reserve Development Officer

Name and Address of Employer

Galway Volunteer Centre, 27 William Street West, Galway

Job Title: County Outreach and Reserve Development Officer

Reports to: Development Manager

Key Responsibilities:

- Continue development of Galway Volunteer Centre as a viable resource for voluntary/community groups and volunteers in Galway County and City.
- Develop and co-ordinate the activities of a new team of community 'reserve' volunteers in Galway City and County and enable and support them to contribute to their community through meaningful short term and episodic volunteer roles, as well as being on standby for any future local or national emergencies.
- Assist and support the Development Manager in the development of services as per the Galway Volunteer Centre strategic plan.
- Build relationships with voluntary and community organisations to ensure that a wide range of volunteering opportunities are registered with Galway Volunteer Centre.
- Meet and refer prospective volunteers for opportunities in the voluntary and community sector, assess their interests, skills and support needs and refer accordingly with due consideration to individual groups' functions and requirements.
- Provide Garda Vetting service to voluntary and community organisations.
- Liaise with voluntary and community organisations and assess the number and type of volunteers they require.
- Develop and deliver training programmes to voluntary and community organisations if required.
- Work with organisations around Galway County to ensure that there is a wide range of volunteer opportunities are registered with Galway Volunteer Centre
- Assist voluntary and community organisations in creating an inclusive environment.
- Develop representational role appropriately and strategically, particularly within Volunteer Ireland structures.
- Promote volunteering and a culture of volunteerism across the whole community

- Any other duties as assigned by the Development Manager.

Person Specification:

Essential Requirements

- Ability to work with a very wide range of individuals and organisations.
- Excellent communication skills, both written and verbal.
- Ability to network effectively between different organisations.
- Ability to deliver training to a diverse range of individuals and groups.
- Ability to inform, motivate and support individuals and organisations.
- Excellent IT skills
- A full driving licence and access to a car for work purposes.
- Ability and willingness to work evening time and weekends
- Commitment to diversity and equal opportunities.

Desirable Requirements

- Relevant qualification and/or relevant experience in the community/voluntary sector.
- Understanding and experience of Volunteering
- Experience using Salesforce and/or WordPress.
- Experience in using social media as a recruitment and marketing tool.
- Experience using Microsoft Office, Excel and PowerPoint.
- Experience in event volunteering.

Hours of Work: 37 hours per week, with flexibility to carry out work out of office hours and at weekends where necessary.

Place of Work: Combination of Galway Volunteer Centre, 27 William Street West, Galway and remote working.

Salary: The salary for this post is linked to the Local Authority Grade IV salary scale, on a pro rata basis.