

## **Galway Volunteer Centre -Job description -Volunteering Engagement Officer**

(22 hours per week – 1 year fixed term contract)

Galway Volunteer Centre (GVC) promotes and supports volunteering in Galway City and County. We support those interested in volunteering to find a suitable role as well as providing advice, information and training on Best Practice in Volunteer Management to voluntary organisations. We also provide a Garda Vetting service to local groups and run the Galway Community Volunteers programme.

Galway Volunteer Centre is currently recruiting for a part-time Volunteering Engagement Officer.

The Volunteering Engagement Officer will report to the Manager and will work closely with the other staff and volunteers of Galway Volunteer Centre.

The successful candidate will be responsible for supporting and developing our volunteer engagement and recruitment activities including the creation and implementation of innovative digital campaigns and initiatives. The role will involve working closely with the rest of the Volunteer Centre team to develop and deliver impactful engagement strategies to attract people to volunteering and assist them to find suitable volunteering.

### **Key responsibilities:**

- Promote volunteering and specific volunteer roles to our service users and the wider public through a diverse range of communication channels e.g. face-to-face appointments, online consultations, workshops, email, social media.
- Develop and implement digital engagement strategies to promote GVC services.
- Create and produce high-quality digital content, including social media posts, videos, and infographics
- Manage the Volunteer Centre's social media platforms, ensuring content is engaging and relevant to our audience
- Support the referral aspect of the Volunteer Centre, by offering advice and support to people wanting to volunteer, establish their needs and provide suggestions of appropriate opportunities, then following up on an ongoing basis to ensure their experience is positive.
- Provide additional support where relevant to ensure that GVC provides a socially inclusive service to the public.

- Working closely with other members of the GVC team, to ensure a quality volunteer service.
- Work with the GVC team on particular volunteer related projects, these may include National Volunteer Week, specific outreach events etc.

### **Person specification**

#### **Essential Requirements**

- Knowledge and experience of the voluntary sector and the benefits of volunteering, with a commitment and belief in the value of volunteering and a good knowledge of best practice as it relates to involving and working with volunteers.
- Strong digital creative skills, including proficiency in graphic design, video production, and social media management
- Excellent communication and interpersonal skills, with the ability to build relationships with a range of stakeholders from diverse backgrounds and with different responsibilities.
- Strong organizational skills, with the ability to manage multiple tasks and deadlines
- Experience with record keeping, administration and completing the required paperwork and consent for monitoring purposes
- Good team player, who is also happy to take the initiative and work independently.
- Flexibility and willingness to work occasional evenings and weekends, a time in lieu system will operate.
- Relevant academic qualification or equivalent experience in a related field
- Proficient in Microsoft Office, database management, and other digital platforms

#### **Desirable**

- Previous experience of the voluntary and community sector, including experience volunteering for a variety of different projects.
- Previous experience and proficiency using Salesforce.
- A full driving licence and access to a car for work purposes.
- Fluency in both English and Irish

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