

## South Dublin County Partnership

### Volunteer Coordinator

#### 1 Year fixed Term Contract

South Dublin County Partnership works with people who are socially excluded or are at risk of becoming so and promotes social cohesion and labour market participation with a focus on the most disadvantaged areas. This is achieved through a range of integrated activities in Education, Training, Job Placement, Early Childhood Services, Enterprise Support and Community Development Programmes. South Dublin County Partnership is an equal opportunities employer and welcomes applicants from a diversity of backgrounds.

We are looking for an energetic, organised, and focused person, with great people skills.

The person will be part of the Placement Programmes Team in South Dublin County Partnership. The successful candidate will report to the Placement Programmes Senior Manager.

#### *Job Description*

##### **Role and responsibilities**

- Recruit volunteers from the local community, including those from ‘new communities’. Working closely with the South Dublin County Volunteer Centre, the TÚS Led Care & Repair Team and SDCP’s Migrant Integration Team, and other projects in the partnership.
- Interview, screen & induct all volunteers.
- Create and deliver training modules for volunteers.
- Developing a system for managing volunteer schedules and allocation of work using CRM platform e.g. Salesforce.
- Day to day oversight of volunteer-led projects.
- Build, develop and maintain effective and sustainable relationships with community projects, services and groups within SDCP and support their work through the use of volunteers.

##### **Performance monitoring and metrics**

- Prepare regular reports and programme updates to Senior Management.
- Document and report on progress with the project including the gathering/collection of quantitative and qualitative data to support project evaluation.
- Develop communications plan and materials to publicise the project.
- Attend local forums and relevant meetings with stakeholders from community and voluntary sector, as necessary.
- Write and submit applications for new funding opportunities, as required.

##### **Qualifications / experience**

- Educated to degree level in Management, Social, Community, or related field.
- 1 year experience working in a volunteer management role.
- Experience and understanding of project development and management.
- Good understanding of multi-stakeholder working and the local and community development sector.
- Excellent understanding of the needs of vulnerable people and volunteers in Ireland.
- Ability to work effectively with individuals from a variety of social and cultural backgrounds and with those who have limited English language ability.
- Experience in developing and delivering training to volunteers is desirable.

##### **Competencies and skills required**

- Knowledge, understanding and commitment to the development of a volunteer-led project.
- Demonstrated ability to work effectively and respectfully with individuals from diverse backgrounds.
- Strong organisational, project and caseload management skills.
- Ability to prioritise, manage competing demands and reach deadlines.



Tackling poverty  
and social exclusion

SDC South Dublin County Partnership  
CLG. is registered under Company  
Reg No.520670. CHY20825 / 20082949

##### Directors

Padraig Rehill	Sinead Mahon
Lynn Broderick	Emma Murphy
John Curran	Charlie O'Connor
Mary Doyle	Guss O'Connell
Betty Tyrrell Collard	Baby Pereppadan
Mick Duff	Joe Rynn
Leon Diop	

Company Secretary: Tricia Nolan

- Self-motivated and able to initiate actions.
- Excellent social skills, including empathy and ability to motivate people.
- Proficient in collaborating and managing relationships with multiple stakeholders, clients and funding organisations.
- Excellent IT skills including the use of CRM platforms & MS Packages.
- Strong communication and reporting skills.
- Ability to identify and use appropriate evaluation and research methods to evidence and improve work.

#### Other

- Car owner with full clean driver's license

#### Requirements of all SDCP staff

- Commitment to the purpose of SDCP and to work within the values, policies and procedures of the organisation and in the context of current legislation and regulations.
- To undertake your work in a manner that is friendly, flexible and professional.
- To report any area of concern to your line manager in a timely fashion.
- To show flexibility in relation to hours of attendance to meeting the needs of the work.
- To have a flexible approach to the work in response to organisational change, development and review of best practice.
- To identify training needs through supervision and participate in training opportunities.
- To be vigilant of any Health, Safety and Welfare risks in the workplace and bring any concerns to your line manager or Health & Safety representative.
- To undertake other duties as may be requested by the line manager from time to time.

This is a new role within South Dublin County Partnership that will evolve as the project develops and grows.

#### Application Process

Applicants should pay particular attention to the essential and desirable criteria in the job description, your suitability and why you are the best candidate for this post in question.

Please send three copies of your up-to-date detailed CV (no more than 2 pages), cover letter accompanied with completed confidential application form marked:

#### Volunteer Coordinator Ref: 115/2023 to:

Administration & Operations Department  
South Dublin County Partnership  
Unit D1  
Nangor Road Business Park  
Nangor Road  
Dublin 12

OR alternatively email your application to [jobs@sdcpartnership.ie](mailto:jobs@sdcpartnership.ie) – subject box to be marked:

#### Volunteer Coordinator Ref: 115/2023

Closing date for receipt of applications: **Monday 8<sup>th</sup> January 2024 at 5.00pm**

Note: no late applications will be accepted.

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