



**Job Title:** Sligo Volunteer Centre CLG General Manager  
**Office Base:** Sligo Town  
**Reporting to:** Board of Trustees  
**Hours of Work:** F/T Position (35 hour week)  
**Direct Reports:** 3

### **Name & Address of Employer**

Board of Trustees of Sligo Volunteer Centre CLG  
5 JFK Parade  
Sligo  
F91 D682

### **About Sligo Volunteer Centre**

Sligo Volunteer Centre has been serving the local community since 2007. Funded by the Department of Rural and Community Development, the primary role of Sligo Volunteer Centre is to promote and support volunteering in Sligo City and County. We do this by offering equal opportunity and support to all sections of the community to participate in meaningful voluntary activity. We support best practice principles in volunteer management by organisations who involve volunteers. Sligo Volunteer Centre also provides training, coaching and advice to potential and active volunteers as well as volunteer involving organisations. We promote good governance amongst the community and voluntary sector in Sligo as well as offering a Garda Vetting Service.

Sligo Volunteer Centre is governed by a committed voluntary Board of Trustees, is a CLG and a Registered Charity who are compliant with the Charities Regulator Code of Governance. We are part of a network of 29 national Volunteer Centres and affiliated to Volunteer Ireland. Sligo Volunteer Centre was a key player in the hosting of the European Capital of Volunteering in Sligo in 2017, and a winner of a Good Governance Award in 2019.

### **Overall Purpose of the Job:**

Sligo Volunteer Centre are recruiting for a General Manager. This is a replacement of an existing position which has been operating at a leadership level in the social and voluntary pillar across County Sligo. The role will lead the team (currently 4 members), but who support approximately 250 Volunteer Involving Organisations and place over 200 volunteers per annum. This position will focus on promoting volunteering and civic participation across the whole community of Sligo Town & County. The primary objective of the role is to continue to develop and manage a high-quality Volunteer Centre to serve volunteers, and Volunteer Involving Organisations (VIOs). The role involves managing the overall running of the organisation and delivery of the service, managing the staff of the centre and managing the future development of Sligo Volunteer Centre along with the Trustees. The Manager will also be responsible for collaborating with agencies and other players in the wider community sector, to ensure that volunteering plays a meaningful and recognised role in empowered sustainable communities in Sligo.

### **Key Areas of Responsibility:**

#### **Centre Management & Service delivery:**

- Report to the Board on a regular basis (at least 5 times a year) and report to the Boards elected officers at intervals in between.
- Assist the Board in the development and delivery of the Strategic Plan.
- Monitor and evaluate the progress of the Strategic Plan & yearly workplans.
- Ensure that Sligo Volunteer Centre continues to deliver on its core activities in line with National Quality Standards.
- Work with the Board of Trustees to achieve compliance with the Governance Code.
- Maintain up to date statistics on volunteering in Sligo using our Salesforce database.
- Participate in the national work of Volunteer Ireland (VI) by sitting on working groups, attending national meetings etc. as appropriate.
- Identify & access resources (financial, human and material) required to further the aims of Sligo Volunteer Centre.

**Promotion of Volunteering and Sligo Volunteer Centre:**

- Maintain relationships with stakeholders.
- Continue work to increase volunteerism, voluntary activity and promote and develop best practice in volunteering in County Sligo.
- Maintain representational role appropriately & strategically.
- Keep up to date on volunteering issues locally & nationally.
- Work with local & national organisations to support volunteerism.

**Finance/Reporting:**

- Assist the Board in securing funding from appropriate bodies to maintain the Volunteer Centre.
- Maintain accurate & up to date financial records and report to funders as required.
- Prepare an Annual Report each year for the centre.
- Assist in the preparation of accounts and records to be passed to auditors to conduct annual audit.
- Maintain various registers with various statutory bodies such as Charities Regulatory Authority.

**HR:**

- Lead, motivate, support and provide supervision of the staff and volunteer team.
- Maintain a high-quality placement service & a high quality of support to Volunteer Involving Organisations.
- Oversee and manage volunteers who volunteer directly with Sligo Volunteer Centre.

**PR:**

- Take part in any appropriate PR opportunities to promote volunteerism and the work of Sligo Volunteer Centre.
- Liaise with local press to ensure publicity for the Centre when appropriate.
- Take part in national PR opportunities and events as they arise and are appropriate eg. National Week of Volunteering each year.
- Oversee the online presence of the Centre including website, social media etc.

**Other:**

- Be responsible for the running of the Volunteer Centre office including administrative and secretarial support to the Board.
- Oversee the delivery of responsive training including Volunteer Management Training to Volunteer Involving Organisations.
- Continue to oversee the Garda Vetting service offered on behalf of a small number of Not-for-Profit organisations.
- Evaluating potential projects that may provide synergy with the core objectives of the centre and management of approved funding streams arising out of that.
- Work in partnership with other local bodies where appropriate to develop and strengthen the position of SVC in the Community.
- Such other duties which do not change the nature of the post, as may be determined by the Board of Trustees.

**Place of Work:**

Sligo Volunteer Centre Offices, 5 JFK Parade, Sligo. Work around County Sligo from time to time.