



Job Title: Community Volunteers Officer
Post available: 1 part-time position
Tenure: Special purpose contract for 6 months
Hours of Work: P/T Position (15 hour week)
Reporting to: Manager of Centre
Office Base: Sligo Town
Closing date: 5:00 pm on Friday, 5th April 2023

Name & Address of Employer

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:

The Community Volunteers Officer will coordinate and chaperone a cohort of volunteers in the delivery of event support to community organisations and festivals on behalf of Sligo Volunteer Centre.

Stakeholder collaboration and strength in relationship building is central to this role and is excellent administration skills.

The role will focus on generating a greater number of volunteer roles and opportunities as part of rollout of Community Volunteers programme. This programme focuses on once-off or short-term roles that support community events such as community festivals, parades, concerts, matches, sporting events, environmental events, or clean-ups etc. Volunteers can get involved as often or as little as they like, when it suits their schedule, rather than committing to more regular volunteering. Community Volunteers will be supported by the Community Volunteers Officer and by Sligo Volunteer Centre to ensure that they have a good volunteering experience.

The **Community Volunteers Officer** will support the Sligo Volunteer Centre team to deliver the Community Volunteer programme by:

- Being on-site with volunteers during event will require weekend or evening work depending on event
- Work with organisations and events in Sligo who require a cohort of volunteers
- Promote the volunteer roles locally where the event is taking place and follow up with volunteers who register their interest;
- Sign up the registered volunteers as Community Volunteers and inform them about the programme;
- Set up and deliver the relevant training support needed for the volunteers, both online and face-to-face;
- Monitor events to ensure that the volunteers are assigned and briefed properly;
- Attend a selection of the events;
- Set up feedback, recognition, and support sessions for the volunteers to retain engagement.

Terms and conditions

Reporting to the Manager of the Sligo Volunteer Centre:

- 15 hours per week. A large degree of Flexibility will be required and at times when the Community Volunteers are engaged in an event - out of hours work such as evenings and weekends will be required. Time off in Lieu will apply. We are open to a blended working model.
- Travel to organisations offices and other meeting places as required across Sligo; travel and subsistence expenses will be paid at public sector rates.
- Paid fortnightly; weekly timesheet to be completed.
- Salary is €32,544 p/a/ pro rata.
- Annual leave is 25 days pro rata, excluding public holidays.
- Supervision meeting every 4 weeks to assess performance, give feedback and provide any necessary support.
- An induction period and onboarding from SVC will take place for the successful applicant, and training will be given on Salesforce to manage all Community Volunteer engagement and to record volunteer placements, roster etc.
- This is a special purpose contract and will run for 6 months. This may be extended depending on needs of Sligo Volunteer Centre and funding.
- Probation period of 2 months