



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

PERSON SPECIFICATION

Skills, knowledge, and competencies

Essential skills:

- Excellent IT and administration skills on computers
- People Management and organisational skills
- Ability to communicate well verbally and in written communications;
- Ability to network effectively with a variety of people and organisations;
- Experience of planning and organising events;
- Excellent time management and workload planning skills;
- Capacity to work on own initiative and seek support as required;
- Ability to work co-operatively as part of a team;
- Full clean driving licence and use of own car.

Desirable criteria:

- Appropriate 3rd level qualification **or** relevant community and voluntary sector experience;
- Salesforce CRM experience
- Awareness of volunteering and its importance in society and/or practical volunteering experience;
- Organised, thorough and results driven;
- Experience of delivering and closing projects;
- Problem solving and adaptability skills;
- Comfortable with learning new software such as Salesforce;
- Training experience.
- Willingness to work on other projects within Sligo Volunteer Team if time allows

Personal Qualities:

- Friendliness and approachability;
- Enthusiasm, professionalism, and drive;
- Willingness to work alongside volunteers and to embrace diversity in all its forms;
- Flexibility in work schedule as required.