



## **Volunteer Co-ordinator**

### **Job Description**

The Volunteer co-ordinator will work within the spirit of Solas Project's vision to see communities rejuvenated. Their primary focus will be the recruitment, support and management of volunteers within each programme in line with the project's strategic plan and ethos.

The person will passionately believe in the mission of Solas Project to equip and build up young people to overcome all limitations imposed on them by social and educational disadvantage through the adventure of discovering their abilities and self-worth.

<b>Job Title:</b>	Volunteer Co-ordinator
<b>Duration:</b>	Maternity Contract – 6 Months with potential for extension
<b>Hours of Work:</b>	3 days per week with weekend and evening work sometimes reqd
<b>Start Date:</b>	January 2017 with some days in December for handover
<b>Reports to:</b>	Finance & Operations Manager

### **Volunteer Coordination**

#### **Responsibilities include:-**

- Meeting Youth Cultivators on a regular basis to ensure volunteer needs are being met
- In response to programme requirements, driving **volunteer recruitment campaigns**, involving the full recruitment process as outlined in the volunteer policy
- Overseeing the **garda vetting procedure** of volunteers as part of the recruitment process
- **Managing the EVS process** for volunteers coming through the European Voluntary Scheme, ERASMUS PLUS including devising a project plan and applying for funding yearly, completing a final report on completion of the project including evaluation, impact and dissemination. Liaising with Leargas, and networking with other EVS organisations in Ireland and abroad, forming and building partnerships.
- Responding to all interest from external contacts and potential volunteers



- Devising role profiles for volunteers and advertising opportunities as required via the various forums used by Solas Project
- Managing the volunteer database
- Providing training for volunteers and interns on a regular basis
- **Providing Child Protection Training** for volunteers, staff and interns on a regular basis
- Innovation and execution of new ideas for ongoing reward and celebration of volunteers
- Continuously regulating and making improvements on the volunteer policy and procedure, ensuring these are up to date with best practice.
- Supporting and communicating with all existing volunteers through face to face meetings, phone calls and emails and the necessary means to ensure that the volunteers are valued and recognised for their efforts
- **Supporting the project's interns**, including liaising with the sending projects, preparing role descriptions, regular meetings/ongoing support and mentoring with the interns, support in securing accommodation, maintenance of accommodation and all the practical aspects of the internships
- Reviewing and updating existing recruitment process, application forms and role profiling in order to make recommendations where necessary
- Carrying out exit interviews with volunteers and interns who are leaving in order to gain useful feedback and noting the learnings
- Representing Solas Project at volunteer events and / or volunteer fairs where appropriate
- Managing volunteer rotas for each programme to ensure adequate cover for all activities

**Qualifications/Key Attributes/Experience:**

- 2 years hands on experience managing volunteers
- Experience with the Garda Vetting system
- Knowledge of Child Protection (and training)
- Knowledge of EVS system desirable
- Highly organised individual
- Good communication skills
- People person

Applications to be made in writing with C.V. & Cover letter to:

Clodagh O'Reilly, 40 Marrowbone Lane, Dublin 8

Closing date 11<sup>th</sup> November 2016