

Member & Volunteer Recruitment Officer (MVRO)

Job Description

Polio Survivors Ireland is recruiting a part-time Member & Volunteer Recruitment Officer (MVRO). This is a fixed term contract renewable subject to funding from the Health Service Executive. The main focus of this role is to recruit new members, active members (internal volunteers) and external volunteers to the organisation and to support them in their respective roles.

As this is an outreach role working with members and volunteers across the country, extensive travel is required. This person will report to the CEO and will also be required to attend the office in Dublin on a regular basis.

Key Responsibilities

Increasing Membership

- Lead and co-ordinate the organisation's recruitment of new members
- Devise and co-ordinate activities to encourage new members to integrate and become involved in the organisation

Recruit & Develop Active Members & Volunteers

- Identify potential active members (volunteers) within the organisation
- In collaboration with other staff and our internal Recruitment Network, recruit new active members to take on roles within the organisation
- In collaboration with external organisations and in consultation with the membership, recruit new external volunteers
- Appoint and assist in the integration of these active members and volunteers within the structures of the organisation

Supporting Active Members & Volunteers

- Provide training and support to active members & volunteers in their various roles
- Support the development of organisational structures to co-ordinate and manage active members & volunteers
- Provide on-going support for these organisational structures

General

- Provide administrative support for membership recruitment, active members and volunteer recruitment and the development of the organisation's structures
- Prepare reports, evaluations etc. to a high standard as required by the CEO

N.B. The post holder will be expected to be flexible in their duties and undertake all other tasks assigned to them by the CEO of Polio Survivors Ireland

Other Information

- This role reports to the CEO of Polio Survivors Ireland
- This is part-time role of 20 ¼ hours per week
- The pro-rata salary for this role is €23,995 per annum
- This is fixed term 1-year contract, with the potential of renewal subject to funding
- The person will generally be based from home but regular attendance to the office in Dublin is required as well as travel throughout Ireland
- Flexible working hours can be agreed

Person Specification:

Essential

- Either 2-3 years **employment** experience recruiting members, supporters and volunteers in a non-profit organisation **OR** 3-5 years **voluntary** experience recruiting members, supporters and volunteers
- Experience of supporting and developing members and/or volunteers
- Strong interpersonal and motivational skills
- Organisational development skills
- Highly organised individual with ability to manage own time and multi-task
- A full clean licence and own car & able to travel extensively throughout Ireland
- Competent in use of MS Office suite, e.g. Word, Excel, Outlook, PowerPoint

Advantageous

- Previous experience of working with people with a disability
- Experience of Sales, PR and/or Fundraising
- Experience of volunteering
- Strong writing and literacy skills
- Experience of using databases, e.g. Salesforce, and social media

Applicants must complete an application form and submit it along with an up to date CV to ceo@polio.ie no later than Sunday, 4th June 2023.