



Membership & Volunteer Recruitment Officer (Part-Time)

Job Description

The Post Polio Support Group (PPSG) is a membership organisation that provides services, supports and representation to Polio Survivors in Ireland. The organisation is embarking on a major member recruitment and volunteer development campaign. To drive this initiative the PPSG wishes to recruit a part-time (18 Hours per week) Membership & Volunteer Recruitment Officer who will report to the CEO. Regular travel around the Republic of Ireland will be required. Some evening and occasional weekend work is also involved. **Please note this is a fixed purpose contract up to the 31st March 2017.**

Key Responsibilities

Building the Group's Membership

- With the CEO and the Development Officer, draft a plan for significantly increasing the membership of the Group nationally
- With the CEO, Development Officer, volunteers and members implement the plan to increase the Group's membership
- Build relationships and alliances with national and local organisations and services who can assist in increasing the PPSG's membership
- Co-ordinate the induction, deployment and development of new members
- Encourage and assist new members to become active members/volunteers

Recruit & Develop Active Members & Volunteers

- With the CEO and the Development Officer, draft a plan to significantly increase the number of active members & volunteers within the organisation
- In collaboration with the CEO, Development Officer, volunteers and members implement the plan to increase the number of active members & volunteers
- Identify potential new active members among the existing membership and among newly recruited members
- Encourage, develop & support them as active members & volunteers

- Assign them to task/roles in consultation with the CEO, the Development Officer and relevant PPSG Officers
- Assist in the progression of new active members into Officer roles within the PPSG
- In collaboration with external organisations such as volunteer centres recruit new external volunteers to the PPSG
- Arrange training/workshops as required for newly active members & volunteers
- In collaboration with the Development Officer and relevant PPSG Officers support active members & volunteers in their various roles

Organisational Development

- With the CEO, Development Officer and the wider membership, support the development of organisational structures to co-ordinate and control volunteer and member activity throughout the country
- Provide on-going support for these organisational structures
- Support the development of relationships between Social Support and Telephone Support services and the new organisational structures

General

- Provide administrative support for membership and volunteer recruitment and development and the organisation's structures
- Prepare reports, evaluations etc to a high standard as required by the CEO
- Assist the CEO, Board, staff, volunteers and active members in the on-going development of the PPSG

Person Specification

Essential

- Skills and experience in recruiting members, supporters and volunteers in a non-profit organisation
- Experience of supporting and developing members and 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
- 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

NB. The above list of responsibilities is not exhaustive. The post holder will be expected to be flexible in their duties and undertake all other tasks assigned to them by the CEO of Post Polio Support Group

To apply please download the application form [here](#) complete it and email along with a copy of your up to date CV to ceo@ppsg.ie

Please note only applications that include a completed application form will be considered.

Closing date for applications in Monday 12th September, 2016

The Post Polio Support Group is an equal opportunities employer