

Membership & Volunteer Recruitment Officer (Part-Time) Job Description

Polio Survivors Ireland is a membership organisation that provides services, supports and representation to people affected by polio. Polio Survivors Ireland has a vacancy for a part-time Membership & Volunteer Recruitment Officer (MVRO). This person's remit is to increase the organisation's membership, recruit new active members and external volunteers and support these active members and volunteers in accordance with its strategic plan.

This role is part-time (19 Hours per week) and reports to the CEO. As the position involves meeting with many members and volunteers, extensive travel across the State is required. Some evening and occasional weekend work is also involved.

Please note this is a fixed term contract for one year with the potential of renewal subject to funding.

Key Responsibilities

Increasing Membership

- Support promotional and other activities aimed at significantly increasing the membership of the organisation
- Lead and co-ordinate the organisation's Recruitment Network in recruiting 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 within the organisation and among new members
- In collaboration with the staff and the 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

- With the CEO, Development Officer and the wider membership, support the development of organisational structures to co-ordinate and manage active members & volunteers
- Provide on-going support for organisational structures that co-ordinate the work of active members and volunteers

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

Person Specification

Essential

- Strong skills and extensive experience of 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
- Experience of using databases e.g. Salesforce and social media

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

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 is Monday 28th October, 2019

Polio Survivors Ireland is an equal opportunities employer