

Volunteer Officer Job Description

Polio Survivors Ireland is recruiting a part-time Volunteer Officer (VO). This is a fixed term contract renewable subject to funding from the Health Service Executive. The main focus of this role is on encouraging volunteering within the organisation, recruiting new volunteers and members and supporting them in their roles. **The successful candidate will have a track record of recruiting and working with volunteers and/or members of a voluntary organisation.**

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

- Identify potential active members (Internal volunteers) within the organisation
- In collaboration with other staff and current active members, recruit new active members to take on roles within the organisation
- Appoint these active members to roles in the organisation

Recruit External Volunteers

- In collaboration with external organisations and contacts, recruit new volunteers to the organisation
- Appoint these volunteers to roles within the organisation

Supporting Active Members & Volunteers

- Provide training and on-going 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 salary for this role is €24,000 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

- 2-3 years' experience of recruiting members, supporters and volunteers **in a non-profit organisation**. This experience can be in a paid or voluntary role
- Experience of supporting and developing members and/or volunteers
- Strong interpersonal, communication 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, Zoom &/or MS Teams
- Resident in Ireland

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 Monday 30th September 2024.