

# Volunteer Officer

## Job Description

Educate Together is seeking a Volunteer Officer to manage all elements of volunteering in Educate Together. This includes working with existing schools, start-up groups, national office, etc. The role involves assessing Educate Together's needs and meeting those needs through the recruitment, placement and retention of volunteers. The Volunteer Officer will manage volunteers and their relationship with those they come into contact with (members of Boards of Management, office staff, members of start-up groups, etc.). They will also monitor, evaluate and accredit volunteers. This is a new position within the Educate Together national office.

## Responsibilities:

- Researching and writing volunteer policies and procedures;
- Liaising with schools, national office, groups within Educate Together to understand how they work, develop partnerships and assess their volunteering needs;
- Generating appropriate volunteering opportunities and role descriptions based on the needs of the organisation;
- Raising awareness of the role and function of volunteers;
- Manage a national network of volunteers across different tasks and locations;
- Ensuring there is appropriate support and training for volunteers, including induction;
- Promoting volunteering (internally and externally) through recruitment and publicity strategies and campaigns;
- Monitoring, supporting, motivating and accrediting volunteers and their work, ensuring that volunteers have a quality experience;
- Offering advice and information to volunteers through face-to-face, telephone and email contact;
- Keeping up to date with legislation and policy related to volunteering, and making any necessary modifications to accommodate changes;
- Managing budgets and resources, including the reimbursement of expenses;
- Monitoring and evaluating activities and writing reports for funders and directors;
- Building and maintaining a database of skills available through volunteers;
- Playing a full role in the development of the Educate Together national team;
- Other related duties that may be assigned from time to time.

## Person Description

The individual should have:

- Bachelor's degree or equivalent proven experience
- People management skills

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**Educate Together**  
H8a Centrepoint Business Park  
Oak Drive, Dublin 12

T +353 1 4292500  
F +353 1 4292502  
E [info@educatetogether.ie](mailto:info@educatetogether.ie)  
[www.educatetogether.ie](http://www.educatetogether.ie)

### Directors 2009 - 2010

S. Bond, A. Burke-Khan, R. Dowling, D. Mac Aonghusa,  
P. Murphy, D. O'Donnell, J. Roberts, D. Ryan, P. Schofield

**Charity No.** CHY 11816  
**Company No.** 656183

- HR experience
- Knowledge of the Educate Together Ethos
- Familiarity with education system
- Proven experience of multiple project management skills
- Proven ability to develop and implement systems of management of resources, projects, ongoing and finite tasks
- Self-motivated, able to work with teams of differing skills/knowledge levels, backgrounds, etc.
- Ability to proactively manage Educate Together's profile at events.

The position is based at Educate Together's National Offices in Dublin. Hours are based on a 35 hour week and 26 days holidays p.a. While some home-working arrangements may be negotiated after an initial period, regular attendance at the National Office will be required. This post involves some travel within the state with time off in lieu of working at evenings or weekends. However, employees are guaranteed a number of "ring-fenced" weekends and evening off, to ensure that such demands are kept to a manageable and agreed level.

**The salary for this role will be €36,750 a year. A two-year contract is currently envisaged but this post may evolve into a permanent position. An immediate start date sought.**

A high level of integrity, accountability, confidentiality, responsibility and flexible, constructive engagement is required in the carrying out of these duties.

## **Applications**

Applications should be in the form of a letter of application and CV (max 4 pages). It should be submitted by email (preferred) to [recruitment\\_2010@educatetogether.ie](mailto:recruitment_2010@educatetogether.ie) with "Volunteer Officer Application" in the subject line. or post/fax to:

Volunteer Officer Application, Louise Byrne, Educate Together, H8a Centrepoint Business Park, Oak Drive, Dublin 12. Fax: +353 (0)1 4292502

**Closing date for applications is 12 noon on Tuesday, 18th May 2010**

**Initial interviews will be held on Friday 28th May and Saturday 29th May 2010**

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