



Tomar Trust

National influence, Local implementation

Job Title:	Volunteer Co-ordinator
Job Reference:	FRGJOB_373
Type of contract:	Fixed Term to 30 June 2023
No of hours:	35 hours per week
Base:	Fermoy, Co. Cork

About Foróige

Foróige is an independent, non-profit national voluntary youth organisation engaged in out-of-school youth development and education. The organisation aims to enable young people to involve themselves consciously and actively in their own development and the development of society. Foróige is an equal opportunity employer and is committed to a policy of equality of opportunity in its employment practices. To read more or to view annual reports, please see www.foroige.ie

Project information

This initiative for Counties Limerick and North East Cork/West Waterford will promote and develop volunteer led youth work in the counties. It will develop new volunteer led clubs and also, implement Foróige programmes e.g. Leadership, NFTE, REAL U etc. A similar team, also part of this project, operates in Longford Leitrim and Westmeath.

There is currently a vacancy for a **Volunteer Coordinator** in the Foróige Futures Project. The successful candidate is intended to be part of a team of two staff providing services to support the development of volunteer led Foróige clubs in the area.

Key Responsibilities

The duties of the Volunteer Coordinator in carrying out any functions, which may be involved in or arise out of the appointment, shall be as notified by the Board of Foróige and/or its Chief Executive officer from time to time. These duties while primarily for the project, may also have national reach and will include:

1. Volunteer and Young Person Communications
 - Ensure good use of social media to support project objectives
 - Keeping volunteers and young people up to date with opportunities available to them such as through a newsletter
 - Design of appropriate online and print leaflets and documents
2. Supporting Club development with the project team
 - Oversight of online recruitment campaigns
 - Processing volunteers (enquiries, applications, Garda vetting, reference checking)
 - Oversight of the Salesforce club management system and ensuring volunteers can use it effectively.
3. Coordinating volunteer training
 - Coordination of timetable of training, programmes and relevant administration
 - Ensuring that volunteers are aware of and can sign up to relevant local and national training opportunities
 - keeping appropriate training records
 - Supporting volunteer participation in local summer programmes

4. Other responsibilities

- Cooperating with the project staff, line manager and the Volunteer Development Manager.
- Engagement with Foróige's Training, Learning and Development Team
- Completing reports and other administrative tasks as required.
- Following policies and procedures prescribed by Foróige in relation to child protection and other matters.
- Any other duties as the board of Foróige and/or the Chief Executive officer or the nominee of the Chief Executive officer shall deem necessary for the effective implementation and the policy and programmes of Foróige

Professional Qualifications and Experience (E=essential; D=Desirable)

- Education to National Diploma or Degree standard in a relevant area **(E)**
- A minimum of 1 years relevant work experience **(D)**
- Access to car and full driving licence **(D)**
- Experience of recruiting volunteers and best practice in volunteer development **(D)**
- Paid or voluntary, experience working with young people and volunteers **(D)**
- Knowledge and experience of Foróige volunteer led youth work **(D)**
- Knowledge of graphic design, Canva and mailchimp **(D)**
- Knowledge of Salesforce **(D)**

Person Specification (All Essential requirements)

- High level of motivation / ability to work on own initiative
- Positive and flexible approach to working as part of a team
- Empathetic attitude / approachable
- Good written communications skills, including ability to draft summary information and correspondence, good report writing skills
- Good computer skills, including Graphic Design, Word, Excel, , Internet, and Social Media
- Ability to relate to young people and volunteers
- Good organisational skills
- An understanding of adult learning methodologies

Requirement of All Foróige Staff (All Essential requirements)

- Commitment to the purpose of Foróige and to work within the values, policies and procedures of the organisation
- To act consistently in a professional manner at all times
- To participate in regular supervision with your line manager
- Flexibility in relation to hours of work to meet the needs of the project. Some evening and occasional weekend work will be required.
- Identify training needs with your line manager and participate in training opportunities appropriate to the role
- To undertake other duties as may be requested by Chief Executive Officer of Foróige or their nominee from time to time

Additional Considerations for the Role

Funding: It must be understood that if the funding for the post is discontinued the post holder's contract may be terminated.

Medical: The successful candidate will be required to complete a medical questionnaire / undergo a pre-employment medical.

Garda vetting: As our work involves contact with young people, candidates under consideration for employment in Foróige will be subject to Garda vetting.

References: The successful candidate will undergo 2 reference checks before

commencing employment with Foróige.

Annual Leave: The Volunteer Coordinator will be entitled to 29 days annual leave pro rata plus public holidays. The needs of the job must be considered when applying to take this leave.

Hours of work: The volunteer coordinator will be expected to work a minimum of 35 hours per week. The position will require flexibility in relation to working hours.

Salary: The salary for this position will be discussed with the successful candidate upon appointment.

Base: The employment base for this role will be Fermoy, County Cork.

Travel: This post will involve domestic travel within Ireland and occasional meetings. Travel and expenses will be paid in accordance with appropriate Foróige rates.

Applications: Applications should be made by way of the Foróige job application form only to recruitment@foroige.ie . The job application form is available to download from the 'careers' section of our website www.foroige.ie.