

Irish Girl Guide: Regional Development Officer (Part Time) - South West Region (<https://www.activelink.ie/node/107664>)



Regional Development Officer South West Region

Irish Girl Guides is recruiting a Regional Development Officer for the South West Region, working under the direction of the South West Regional Commissioner and the South West Regional Volunteer Team.

The role is to develop and support Guiding and to provide advice and practical support to volunteers in the designated area.

The Irish Girl Guides' mission is to enable girls and young women to develop to their fullest potential as responsible citizens of the world. This is achieved by the Volunteer Leaders running a non-formal educational programme with 500 plus Units across all counties in the Republic of Ireland. The organisation has charitable status, is a CLG and works to ensure it is compliant with all relevant legislation and codes of good practice. The Region is run by a voluntary led Regional committee who are supported by the Regional Development Officer or RDO.

Location

The role is based from home with travel to various parts of the Region. Travelling to support local IGG Units is an essential part of the job. The South West Region covers parts of County Cork and Waterford and the County of Kerry. The RDO also attends meetings/trainings with the other RDOs employed by the Irish Girl Guides.

Main Responsibilities

Operational – Regional Level

- To liaise with the Regional Commissioner and Regional Team to agree a workplan.
- To understand the workings of Irish Girl Guides including policies and procedures to support the role.
- To support understanding of policies, procedures and processes at Regional meetings
- To help organise and be part of Regional meetings, Events, and Trainings and projects when required.
- To support the completion of Census and Accounts within the Region
- To take responsibility for Communications within the Regions

Volunteer Support

- To provide support to existing IGG Units in the Region through direct and indirect contact.
- To visit and encourage new Units, arranging in-place training during the initial 6-8 weeks period.
- To identify and help set up training courses when required.
- To support new adult Leaders in existing Units and during the setting up of new Units, through weekly contact during meeting times.
- To support new Leaders through programme planning and an introduction to the Guiding programme.

Recruitment & Retention

- Recruitment and Retention of leaders and members by encouraging the development of the different Branches within a locality
- To promote Guiding in the wider community as appropriate
- To support Units, Districts, and Areas in running parents' evenings and other recruitment initiatives.
- To liaise with other, IGG Regional Development Officers and attend RDO meetings as and when arranged.

Other Duties

- To support the Region in other events, activities as required.
- To carry out any other duties as may be assigned by the CEO and/or Management. Committee from time to time.
- To attend training sessions and staff days as required.
- To participate actively in Support and Supervision sessions as well as the annual appraisal and planning process.
- To complete timesheets and a work plan which is reported on throughout the year to the Regional Commissioner and CEO.
- To liaise with National Office staff as required, keeping communications fluid.

Conditions

This will be a 12-month renewable contract, dependable on grant funding, with an initial 6-month probationary period.

The role is 18 hours a week, to be worked in a flexible way, that suits both work and life balance.

Annual salary 28,319 pro rata, (14.92 per hour)

Annual leave 21 days plus 5 company day pro rata

Person Specification

- Good oral, written and presentational communication skills.
- Flexible working is required, including evenings and weekends to facilitate meetings with volunteers and young people.
- Strong interest in Guiding, youth work, working and supporting young people.
- Commitment to the aims and methods and an acceptance of the values of Guiding.
- Excellent interpersonal skills.
- Good organisational skills.
- Good IT competency including social media.
- Good time management skills and ability to manage a varied workload.
- Friendly disposition and empathy for volunteers' needs.
- Be efficient and be able to work as part of a team and on your own initiative.
- Hold a current and valid full driver's license and have the use of a car for work purposes.
- Ability to work with volunteers and professional staff.
- Motivated self-starter, with the ability to prioritise.

Application

Please email a cover letter and CV with contact details of two referees to:

Lorraine McHugh, ceo@irishgirlguides.ie (<mailto:ceo@irishgirlguides.ie>)

The date for interview date is May 30th, 2024, with time and place to be confirmed.

Region

Home Based / South West

Date Entered/Updated

17th Apr, 2024

Expiry Date

17th May, 2024

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