

Dublin City Volunteer Centre: Deputy Manager **(<https://www.activelink.ie/node/115596>)**



About Dublin City Volunteer Centre

Dublin City Volunteer Centre (DCVC) is the 'one-stop-shop' for volunteering in the Dublin city area. We are a registered charity in Ireland and a member of Volunteer Ireland and the network of 29 Volunteer Centres nationally.

Our Vision

People in Dublin City are empowered to connect with and contribute to an inclusive, vibrant and sustainable society through volunteering.

We experience high demand for our services, based on a population base of 554,000. We are committed to the delivery of quality services, leadership and good governance.

Learn more about us here: <https://volunteerdublincity.ie/> (<https://volunteerdublincity.ie/>)

The Role

Job Title: Deputy Manager

Reporting to: Centre Manager

Location: Unit 4, Whitefriars, Aungier Street, Dublin 2 & remote (blended)

Purpose of Role

To work with the Centre Manager in leading and managing staff to deliver services to Volunteers and Volunteer-Involving Organisations, as well as supporting the Centre Manager to deliver on the overall aims and objectives of Dublin City Volunteer Centre.

Key areas of work

Human Resources, Staff and Volunteer Management

- Line manage and/or support the Centre's operational staff and internal volunteers
- Lead the annual review of each staff member
- Lead probation reviews as necessary
- Hold monthly support and supervision meetings with staff
- Support staff members in creating and implementing personal development plans
- Ensure all staff are adequately trained to provide a quality service
- Ensure internal volunteers are appropriately recognised and rewarded, and understand the impact of their work in the organisation
- Ensure internal volunteers receive regular communication and updates
- Update volunteer policies and procedures as appropriate and develop new documentation as required
- Oversee the recruitment and induction of staff and internal volunteers
- Provide key volunteer management/ leadership expertise in the design phase of new projects involving internal volunteers

Organisational Management and Leadership

- Oversee the implementation and evaluation of the Centre's workplan and support staff in their achievement of agreed objectives
- Actively support the delivery and implementation of the Centre's strategic plan
- Collaborate with key partners (including volunteer centres and local and national government) to deliver actions and mutual projects
- Develop and manage relationships with stakeholders
- Keep up to date with volunteering issues regionally, nationally and internationally
- Support the Centre's work to increase volunteerism, voluntary activity and promote and develop best practice in volunteering
- Speak about/represent the Centre on issues related to volunteering
- Support the manager in representing DCVC at Volunteer Centre Network meetings and other relevant regional/national events and/or meetings; play an active role in national VC working groups
- Deliver training, workshops and events related to DCVC's work where necessary
- Uphold the principles of equal opportunities and anti-discriminatory practice in all aspects of work
- Support the organisation's development, review and implementation of policies in order to meet strategic objectives and statutory obligations
- Oversee the organisation's administrative functions, including working with the organisation's payroll and accounting contractors
- Act in place of the Centre Manager when necessary
- Such other duties which do not change the nature of the post as may be determined by the board in response to contractual developments and needs

Quality, Governance and Impact

- Support the organisation's outcome and impact measurement
- Ensure that quality checks are carried out across the assigned service areas; proactively make recommendations about continuous quality improvement
- Ensure staff members understand how to use the national volunteering database, I-VOL, in the agreed manner, procedurally and legally
- Support the work of the Board of Directors and the Governance, HR and Finance sub-groups and deliver on agreed policies and procedures
- Assist with risk assessments of new projects and inform the Centre Manager of emerging risks
- The above job description is not intended to be a comprehensive list of all duties involved and the post holder may be required to perform other duties as appropriate to the post. These would be discussed in detail with your line manager as they arise.

Please see Recruitment Pack attached below.

Application Process

If you are interested in the role please apply through the application form **here**.

(<https://forms.monday.com/forms/94ec76eb24ed5a39b350c320a933a201>) The closing date for all applications is **Tuesday 3rd June at 5pm**.

This post is part funded by Department of Rural and Community Development.

Dublin City Volunteer Centre is an equal opportunities employer.

Region

Dublin 2 / Blended

Date Entered/Updated

13th May, 2025

Expiry Date

3rd Jun, 2025

Attachment

Size

Attachment	Size
<u>Deputy Manager Recruitment Pack June 2025.pdf</u>	146.07 KB

Source URL: [*https://www.activelink.ie/vacancies/community/115596-dublin-city-volunteer-centre-deputy-manager*](https://www.activelink.ie/vacancies/community/115596-dublin-city-volunteer-centre-deputy-manager)