

## **Dublin City Volunteer Centre: Garda Vetting Clerk (Temporary)** **(<https://www.activelink.ie/node/115598>)**



### **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 at <https://volunteerdublincity.ie/> (<https://volunteerdublincity.ie/>)**

### **The Role**

**Job Title:** Garda Vetting Clerk

**Reporting to:** Deputy Manager

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

### **Purpose of Role**

The Garda Vetting & Office Clerk will support the delivery of an effective and efficient Garda Vetting service to 250+ groups in the Dublin city area on a temporary basis. A high attention to detail, being solutions-focused, particularly in relation to systems, processes and operations is crucial.

### **Key areas of work**

#### **Vetting**

- Process and manage e-vetting applications in line with agreed processes and timelines.
- Ensure all necessary paperwork required by DCVC from affiliates is in place and provide training to affiliate organisations.
- Carry out Garda vetting for DCVC staff/and programme volunteers as required.

#### **Office Administration**

- Act as 'front of house' support for the Centre- dealing with queries, answering the phone, checking general email etc.,
- Administer and record post (outgoing and incoming).
- Oversee, purchase and replenish office supplies.
- Actively participate in peer learning and development within the Centre.
- Deliver ad hoc administration tasks.

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/ced308a914e35b77396444a9bdd50b3a).  
(<https://forms.monday.com/forms/ced308a914e35b77396444a9bdd50b3a>) As this is a temporary role with a need for immediate start we will begin interviewing suitable applicants immediately. Therefore an early application will be an advantage. Deadline for applications is **Monday 16th June 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**

16th Jun, 2025

**Attachment**

[Garda Vetting Clerk \(Temporary\) Recruitment Pack May 2025.pdf](#)

**Size**

133.27  
KB

---

**Source URL:** <https://www.activelink.ie/vacancies/community/115598-dublin-city-volunteer-centre-garda-vetting-clerk-temporary>