

## **Society of Saint Vincent de Paul: College Support Officer** **(<https://www.activelink.ie/node/115732>)**



### **College Support Officer**

**Reference No:** VA464

**Location:** SVP House, 91/92 Sean MacDermott Street, Dublin 1

**Duration:** Permanent Full Time

**Hours:** 37.5 hours per week

**Closing Date:** 30th May 2025

SVP is a large, national, voluntary organisation with extensive experience of working with a diverse range of people who experience poverty and exclusion. Through its network of over 12,000 volunteers and 700 staff, it is strongly committed to working for social justice and advocates the creation of a more just and caring society. SVP employs people to support volunteers in a variety of settings including housing, community care, shops, administration, and other specialist areas.

### **The Role:**

We are currently looking to recruit a permanent full time (37.5 hours per week) **College Support Officer** to join our **Youth Development** team based in **National Office, Dublin 1**. The post holder will have responsibility for promoting SVP's Youth Development Programme nationally, with a strong emphasis on engaging third-level institutions. Key responsibilities include establishing and supporting SVP college conferences, raising awareness of SVP's work, providing safeguarding training, processing memberships and Garda vetting, maintaining records, creating an alumni network, and fostering youth volunteerism and social justice awareness. This is a great opportunity to join one of Ireland's largest voluntary organisations and make a difference in your community.

### **Candidate Requirements:**

#### **EDUCATION**

- 3rd level qualification in Youth Work, Education or equivalent area (essential).
- Training in group facilitation and learning with young people.

#### **KNOWLEDGE**

- Knowledge of the Society and of its mission and values.
- Knowledge of needs and issues of those affected by poverty and disadvantage.
- Understanding of developmental nature of Youth work (essential).
- Understanding of Social Justice and equality (essential).

#### **EXPERIENCE**

- 3 years' experience relevant experience working in the youth work or education.
- Experience working with volunteers (desirable).

- Experience working with colleges/universities clubs and societies (desirable).
- Previous experience of working in statutory / voluntary / community settings.

## SKILLS

- Excellent organisation skills.
- Excellent group facilitation skills and training delivery.
- Strong ability to manage events.
- Strong presentation skills and skilled at public speaking.
- Self-motivated with the ability to working on own as well as be a strong team contributor.
- Proven ability to set own work plans with a progress tracking system in line with objectives set by line manager and National Youth Development strategy.
- Enjoys working with young people and is passionate about social justice.
- Excellent IT skills, Proficiency with Microsoft Office Suite applications; including Word, Excel, PowerPoint, and Outlook.

## Other Requirements (desirable)

- The post holder will hold a full clean Irish driving licence and to have access to a car which can be used for work.

## The person must also demonstrate the following personal attributes:

- be honest and trustworthy.
- be respectful.
- possess cultural awareness and sensitivity.
- be flexible.
- demonstrate sound work ethics.

**Full job description for this role and list of associated benefits can be found on our website**  
[\(https://www.svp.ie/careers/\)](https://www.svp.ie/careers/).

**If you meet these requirements and have the desire to join one of Ireland's best known, trusted, and respected not-for-profit organisations please complete the online application [www.svp.ie/careers](http://www.svp.ie/careers) (<http://www.svp.ie/careers>).**

Appointment is subject to Garda Vetting and satisfactory references. Canvassing will not be accepted and may lead to disqualification. Due to the large volume of applications, we are not in the position to provide individual feedback to candidates who are not shortlisted.

**PLEASE NOTE:** If you are interested in being considered for this position, please apply as soon as possible as the role may be closed in advance of the date shown above due to high volume of applications.

**SVP is an Equal Opportunities Employer**

### Region

Dublin 1

### Date Entered/Updated

20th May, 2025

### Expiry Date

30th May, 2025

### Attachment

[College Support Officer - Job Description - 05.2025.pdf](#)

### Size

186.19  
KB

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