

Leitrim Volunteer Centre: Volunteer Engagement and Outreach Officer (<https://www.activelink.ie/node/115879>)



Leitrim Volunteer Centre wish to recruit the following position:

Volunteer Engagement and Outreach Officer (21 hours per week)

Leitrim Volunteer Centre is the 'one-stop-shop' for volunteering in County Leitrim. We are a registered charity in Ireland funded by the Dept of Rural and Community Development and affiliated to Volunteer Ireland and the network of 29 Volunteer Centres nationally.

Our Mission

To create an environment that will inspire people in County Leitrim to volunteer and provide them with appropriate volunteering opportunities and support, to contribute to their community.

Our Vision

A Leitrim where everyone can make a positive impact on their community and society through active participation in Volunteering.

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

Job Title: Volunteer Engagement and Outreach Officer

Reporting to: The Centre Manager

Overview:

Acts as a resource for both volunteers and volunteer-involving organisations (VIO's) in County Leitrim. Helps individuals find meaningful volunteering opportunities and builds the capacity of not-for-profit organisations to involve volunteers in their work. Updates Websites and social media.

Responsible for:

Assisting with volunteer placement service as well as support service to volunteer-involving organisations

Key areas of work will include:

Specific Responsibilities:

1. Placement service to volunteers

- Recruit potential volunteers for 200+ non-profit organizations in Co. Leitrim. This includes:
- Interviewing potential volunteers to ascertain their interests and skills, delivering the fortnightly Volunteer Information Workshop, contacting volunteers via phone, email to promote roles.
- Assisting potential volunteers to decide on suitable roles.
- Keeping in touch with volunteers after their placement begins to ensure their volunteering experience is a positive one.
- Actively focus on increasing successful placement of volunteers throughout Leitrim.

2. Organisational Support

- Proactively supporting organisations to establish roles for volunteers.
- Proactively referring volunteers to VIO's
- Supporting Volunteer involving organisations with systems for volunteers around supporting volunteers, screening volunteers, managing volunteers etc.
- Ongoing liaison with VIO's to ensure that we are on top of their needs.

3. Marketing and Promoting Volunteering and Volunteer Centre Services

- Deliver an outreach service to both promote services of the volunteer centre and recruit new volunteers and volunteer-involving organisations.
- Represent the Centre in community events and meetings relevant to the Sector.
- Promote volunteering across the community through media by contributing to newsletters, newspapers, distributing posters and promotional material to relevant community centres/information services.
- Responsible for the Social Media output of the Centre, jointly with the Manager.

4. Service Development, Monitoring, Evaluation and Administration

- Maintain accurate and detailed records relating to volunteers and volunteering opportunities.
- Deliver workshops and information sessions as required.
- Formulate reports regarding established targets for the purposes of board reports, press releases, funding proposals and progress reports.
- Participate in Volunteer Ireland Placement Officers Forum
 - attend meetings, contribute suggestions for improvements of placement procedures, and support national events and projects as agreed by the Centre Manager
- Support the Volunteer Centre team to ensure Volunteer Centre Quality Standards are adhered to
- General administrative duties as they relate to the post.

5. Other Duties

- To assist the Volunteer Centre Manager to recruit, train and manage volunteers working in the Volunteer Centre. This will involve agreeing the volunteer requirements and helping to develop role descriptions for volunteers.

To be an active member of the Leitrim Volunteer Centre staff team. This will require the post holder to:

- Actively engage in and manage volunteers and interns in the office.
- Participate in their own reviews and appraisal.
- Take part in training and personal development and participate in team meetings, staff development etc.
- Adhere to our Staff Handbook and all Leitrim Volunteer Centre policies and procedures.
- Actively promote the principles of equal opportunities, celebrate diversity and challenge discriminatory practice
- Undertake any other duties required which are in line with the objectives of the post.

Application Process:

Please return completed application form, your full curriculum vitae and a cover letter in a sealed envelope clearly marked: Volunteer Engagement and Outreach Officer and return to:

Josephine Stroker
Leitrim Volunteer Centre
Units 3&4 Dublin Road
Carrick-on-Shannon
County Leitrim

Or

By email to josephine@volunteerleitrim.ie (<mailto:josephine@volunteerleitrim.ie>) clearly marked Volunteer Engagement and Outreach Officer for the attention of Josephine Stroker.

Leitrim Volunteer Centre is an equal opportunities employer.

Region
Co Leitrim

Date Entered/Updated

27th May, 2025

Expiry Date

11th Jun, 2025

Attachment

Volunteer Engagement and Outreach Officer Application Form
2025.docx

Size

59.01
KB

Source URL: <https://www.activelink.ie/vacancies/community/115879-leitrim-volunteer-centre-volunteer-engagement-and-outreach-officer>