

## **Polio Survivors Ireland: Admin Support Volunteer** **(<https://www.activelink.ie/node/116309>)**



For Polio Survivors By Polio Survivors since 1993

### **Admin Support Volunteer**

#### **Volunteer Role Description**

**Role Title:** Admin Support Volunteer

**Reports To:** Volunteer Officer

**Location:** Remote / Office-based

**Commitment:** 6–8 hours per week, flexible

**Duration:** Minimum 3 months (with opportunity to extend)

**Start Date:** August 2025

Type- Volunteer

#### **Role Purpose**

To provide administrative support to the Volunteer Officer, enabling efficient coordination of volunteer recruitment, training, and communications. This role is critical in supporting the smooth running of the volunteer programme and ensuring a high-quality experience for all involved.

#### **Key Responsibilities**

- Assist with the scheduling of volunteer interviews, inductions, and training sessions
- Maintain accurate volunteer records and update databases as required
- Support the preparation and distribution of communications (emails, newsletters, mail outs)
- Format, maintain and collate key documents (e.g., role specs, onboarding materials, attendance sheets)
- Assist in collating feedback and reports from volunteers and tracking engagement data.
- Support planning and logistics for volunteer events or meetings

#### **Skills & Attributes**

- Strong organisational and time management skills
- Good written and verbal communication
- Confident in using email, spreadsheets, and document software (e.g., Microsoft Office / Google Workspace)
- Attention to detail and accuracy
- Able to work independently while following direction
- Discretion and respect for confidentiality

#### **What You'll Gain**

- An opportunity to make a meaningful difference in the lives of polio survivors.
- Experience in volunteer administration and support.
- Training, supervision, and ongoing support from Polio Survivors Ireland.

- A chance to be part of a caring, committed community.
- Enhance your communication, coordination, and problem-solving skills—valuable in both personal and professional settings.
- Receive ongoing guidance, training, and appreciation for your time and contributions.
- Fit the role around your schedule with a time commitment of just 6-8 hours per week.
- Build your CV with experience in volunteer administration and service delivery, and request references for future opportunities if needed.

## Induction & Training

All new volunteers will receive a comprehensive induction, including:

- An introduction to Polio Survivors Ireland and our services
- Role-specific orientation and task training

## Support & Supervision

You will be supported in your role by:

- Volunteer Officer.
- CEO

## Next Steps

If you're organised, reliable, and passionate about supporting volunteers, we'd love to hear from you.

**To apply**, please contact Clodagh at [clodagh@polio.ie](mailto:clodagh@polio.ie) (<mailto:clodagh@polio.ie>) with a short cover letter and your CV with reasons as to why you would be interested in doing this role for Polio Survivors Ireland.

### Region

Dublin

### Date Entered/Updated

20th Jun, 2025

### Expiry Date

20th Jul, 2025

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