

Polio Survivors Ireland: Clare Social Support Group Convenor **(<https://www.activelink.ie/node/116524>)**



Clare Social Support Group Convenor

Volunteer Role: Social Support Group Convenor

Reports to: Member Engagement Officer

Supported by: Member Engagement Officer & Volunteer Officer

Term: Initial 6-month term (renewable upon mutual agreement) **Type:** Volunteer Role

Location: Clare

About Polio Survivors Ireland

Polio Survivors Ireland is the only organisation in the country dedicated to providing information and support services to people affected by polio. Our aim is to ensure that survivors of polio can live with dignity and as independently as possible, for as long as possible.

Role Overview

The role of a Social Support Group Convenor is to arrange regular meetings (**min of 4 per year**) of their support group, ensure notices are sent to all members of the group, chair meetings, arrange the annual Christmas event and report back to the office after every meeting and event of the support group.

Key Responsibilities

Social Support Groups operate as a core member service within Polio Survivors Ireland, with a focus on enhancing well-being, fostering community, and promoting shared knowledge among polio survivors. These groups are not organisational or decision-making bodies but exist to serve and support members directly through structured peer engagement. The primary role activities of Social Support Convenor include:

- **Facilitating Peer Support and Connection meetings**
Enable a safe and inclusive environment where members can share experiences, challenges, and coping strategies. This peer support helps reduce feelings of isolation, builds resilience, and encourages a sense of belonging among individuals who have experienced polio.
- **Sharing Information and Raising Awareness**
Act as a support for up-to-date and relevant information regarding polio, Post- Polio Syndrome (PPS), and the resources available through Polio Survivors Ireland.
- **Coordinating Social & Engagement Activities**
Plan and deliver a variety of social events and activities tailored to the needs and preferences of the group.
- **Reporting Back to Polio Survivors Ireland**
Maintain regular communication with the national office by providing updates on group activities, member engagement, and any concerns or suggestions that arise. Monthly reporting structures will be included in this role

Time Commitment

- Flexible hours, approximately **6-8 hours per month**. (meetings tend to place in the day so flexibility during daytime

Skills, Experience & Qualities Required

The success and impact of Social Support Groups within Polio Survivors Ireland rely on the commitment and capabilities of individuals who coordinate and facilitate these peer-led services. While formal qualifications are not essential, the following skills, experience, and personal attributes are highly valuable in fulfilling this role effectively and in alignment with the organisation's values.

Essential Skills

- **Strong Interpersonal and Communication Skills**
Ability to engage respectfully and empathetically with group members from diverse backgrounds. Active listening, clear communication, and sensitivity to individual needs are fundamental.
- **Organisational and Coordination Skills**
Capable of planning and coordinating social activities, meetings, or events efficiently. This includes scheduling, liaising with venues or speakers, and ensuring accessibility for all members.
- **Basic Reporting and Administrative Ability**
Comfortable keeping brief written records, providing updates to the national office, and communicating group activities, member feedback, and emerging issues in a timely and accurate manner.
- **Teamwork and Collaboration**
Works well with others, both within the group and across the wider organisation. Willingness to share responsibilities and collaborate with other volunteers or staff as needed.
- **Experience of working with people with disabilities.**

Relevant Experience (Desirable but Not Essential)

- Experience in peer support, community groups, social care, or volunteering in a similar setting.
- Familiarity with the lived experience of Polio, PPS, or other long-term health conditions (either personally or as a carer/supporter).
- Previous involvement in organising events, managing small group activities, or working within a community-based organisation.

What You'll Gain

- An opportunity to make a meaningful difference in the lives of polio survivors.
- Experience in volunteer coordination and peer support.
- Training, supervision, and ongoing support from Polio Survivors Ireland.
- A chance to be part of a caring, committed community.
- Enhance your communication, coordination, leadership, 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 month.
- Build your CV with experience in volunteer coordination 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:

- Member Engagement Officer
 - Volunteer Officer.
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Next Steps

If you're organised, reliable, and passionate about supporting people living with Polio, we'd love to hear from you.

To apply, please contact Clodagh at 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

Clare

Date Entered/Updated

30th Jun, 2025

Expiry Date

30th Aug, 2025

Source URL: <https://www.activelink.ie/community-exchange/volunteering/116524-polio-survivors-ireland-clare-social-support-group-convenor>