



# Dublin City Volunteer Centre

Ionad d'Obair Dheonach Cathair Bhaile Átha Cliath

Unit 4, Whitefriars  
Aungier St  
Dublin 2  
D02 XT21

01 473 7482

[info@volunteerdublincity.ie](mailto:info@volunteerdublincity.ie)

[volunteerdublincity.ie](http://volunteerdublincity.ie)

## Deputy Manager Recruitment Pack June 2025

### 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 here: <https://volunteerdublincity.ie/>

### The Role

Job Title:	Deputy Manager
Reporting to:	Centre Manager
Location:	Unit 4, Whitefriars, Aungier Street, Dublin 2 & remote (blended)

CRO 401909/CHY 16525

Charity registration 20059736

**Directors:** G. Culligan (Chair), E. O'Loughlin (Company Secretary), E. Colgan, E. Deane, L. Hennessey, O. McFeely, K. Sarna



## Purpose of Role

To work with the Centre Manager in leading and managing staff to deliver services to Volunteers and Volunteer-Involving Organisations, as well as supporting the Centre Manager to deliver on the overall aims and objectives of Dublin City Volunteer Centre.

## Key areas of work

### Human Resources, Staff and Volunteer Management

- Line manage and/or support the Centre's operational staff and internal volunteers
- Lead the annual review of each staff member
- Lead probation reviews as necessary
- Hold monthly support and supervision meetings with staff
- Support staff members in creating and implementing personal development plans
- Ensure all staff are adequately trained to provide a quality service
- Ensure internal volunteers are appropriately recognised and rewarded, and understand the impact of their work in the organisation
- Ensure internal volunteers receive regular communication and updates
- Update volunteer policies and procedures as appropriate and develop new documentation as required
- Oversee the recruitment and induction of staff and internal volunteers
- Provide key volunteer management/ leadership expertise in the design phase of new projects involving internal volunteers

### Organisational Management and Leadership

- Oversee the implementation and evaluation of the Centre's workplan and support staff in their achievement of agreed objectives
- Actively support the delivery and implementation of the Centre's strategic plan
- Collaborate with key partners (including volunteer centres and local and national government) to deliver actions and mutual projects
- Develop and manage relationships with stakeholders
- Keep up to date with volunteering issues regionally, nationally and internationally
- Support the Centre's work to increase volunteerism, voluntary activity and promote and develop best practice in volunteering
- Speak about/represent the Centre on issues related to volunteering
- Support the manager in representing DCVC at Volunteer Centre Network meetings and other relevant regional/national events and/or meetings; play an active role in national VC working groups
- Deliver training, workshops and events related to DCVC's work where necessary
- Uphold the principles of equal opportunities and anti-discriminatory practice in all aspects of work



- Support the organisation's development, review and implementation of policies in order to meet strategic objectives and statutory obligations
- Oversee the organisation's administrative functions, including working with the organisation's payroll and accounting contractors
- Act in place of the Centre Manager when necessary
- Such other duties which do not change the nature of the post as may be determined by the board in response to contractual developments and needs

### **Quality, Governance and Impact**

- Support the organisation's outcome and impact measurement
- Ensure that quality checks are carried out across the assigned service areas; proactively make recommendations about continuous quality improvement
- Ensure staff members understand how to use the national volunteering database, I-VOL, in the agreed manner, procedurally and legally
- Support the work of the Board of Directors and the Governance, HR and Finance sub-groups and deliver on agreed policies and procedures
- Assist with risk assessments of new projects and inform the Centre Manager of emerging risks

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.

## **Person Specification**

We are looking for someone who is able to work collaboratively with colleagues and lead people effectively. A strategic mind-set, critical thinking skills and a focus on quality outcomes are key. You will understand how good data and processes contribute to effective service delivery. Volunteer Centres are required to be agile and flexible, adapting to evolving service needs and thus you will be resilient, able to problem-solve and adapt to change and/or your personal leadership style when required.

You will be passionate about the transformative power of volunteering and how it effects positive social change.

### **Person Specification (Essential)**

- Relevant experience in supporting others to achieve given objectives
- Experience of delivering quality standards or services
- Enterprising, innovative, can-do attitude with ability to work on own initiative and as part of a team(s)
- Excellent facilitation and communication skills, written and oral
- Direct experience of working with a volunteer-involving organisation and/or as a volunteer



- Experience of building, managing and nurturing partnerships and relationships
- Ability to manage self, manage multiple projects, and adjust and adapt to a dynamic work environment
- Excellent IT skills
- Excellent interpersonal and motivational skills
- Self-motivated, enthusiastic and driven
- Familiarity with the issues relating to volunteering in Ireland
- Knowledge and understanding of the barriers to participation in volunteering and social inclusion issues
- Flexibility, commitment and an open mind

### **Person Specification (Desired, non-essential)**

- Visionary leadership capacity
- Understanding of how to measure outputs, outcomes and impact
- Experience of managing teams in a nonprofit environment
- Qualification in management and/or HR-related fields
- Training experience or qualification

## **Key Information about this role**

This is a full-time position with Dublin City Volunteer Centre for 12 months. This contract is for a 35-hour week and salary is payable monthly.

Our core hours are 10am–4pm Monday to Friday. Flexibility is available outside of these core hours.

We operate a salary scale, with increases on the scale dependent on performance. The salary scale for this role is from €44,066.55 to €53,981.64.

The role may require occasional participation in meetings which can occur in the evenings and on weekends. A Time Off in Lieu system (TOIL) operates. Travel outside of the office is reimbursed according to our expenses policy.

We operate a hybrid working model. All employees may work remotely where beneficial to their work, with an expectation of spending at least two days each week in our office.

DCVC offers the following benefits in addition to salary:

- Annual Leave of 25 days, rising by one day every year of service to 29 days
- Further Education / Training and learning investment programme
- Travel (bike-to-work schemes/tax saver commuter tickets)
- Paid volunteering leave of 4 days per annum
- Employee assistance programme with self-help wellbeing supports and access to free, confidential advice and in-person counselling services as required



A complete list of all the terms and conditions will be made available to the candidate offered the role through DCVC's Staff Handbook.

## Application Process

If you are interested in the role please apply through the application form [here](#). The closing date for all applications is Tuesday 3<sup>rd</sup> June at 5pm.

This post is part funded by Department of Rural and Community Development.

Dublin City Volunteer Centre is an equal opportunities employer.

