



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

volunteerdublincity.ie

Garda Vetting & Office Coordinator

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 at <https://volunteerdublincity.ie/>

The Role

Job Title:	Garda Vetting & Office Coordinator
Reporting to:	Deputy 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

The Garda Vetting & Office Coordinator will deliver an effective and efficient Garda Vetting service to 250+ groups in the Dublin city area, as well as providing operational support in order to ensure effective and efficient systems in the Centre; taking responsibility for overseeing internal administrative tasks and ensuring a resourced office space; and acting as the Centre's Digital Transformation Lead. A high attention to detail, being solutions-focused, particularly in relation to systems, processes and operations is crucial.

Key areas of work

Vetting

- 🌀 Be the Subject Matter Expert on the Centre's e-vetting service, ensuring we provide an e-Vetting service compliant with all regulation standards, and in line with any amendments published
- 🌀 Act as a frontline of support to local affiliate organisations in offering information, support and training and update training materials on an ongoing basis to reflective legislative or National Vetting Bureau
- 🌀 Process and manage e-vetting applications in line with agreed processes and timelines
- 🌀 Ensure all necessary paperwork required by DCVC from affiliates is in place and provide training to affiliate organisations
- 🌀 Manage volunteers who support DCVC's vetting service
- 🌀 Submit applications for enhancements to the DC-Vet database under Salesforce's pro bono programme; project manage the new areas for enhancement and support the Salesforce staff as appropriate
- 🌀 Support the development of policies, procedures, guidelines and updates for DCVC's vetting service
- 🌀 Carry out Garda vetting for DCVC staff/and programme volunteers as required

Operations and IT

- 🌀 Act as the Centre's Digital Transformation Lead including IT modernisation; upskilling employees; implementing digital software and tools to increase automation to give staff more time to focus on more complex tasks, deepen collaboration and support hybrid working
- 🌀 Use design thinking or project management skills to support staff in identifying and eliminating pain points in the customer journey
- 🌀 In conjunction with the IT provider ensure that DCVC's IT operating systems and cyber security are up to date and fit for purpose
- 🌀 Update the Operations Manual as per the schedule or as needed, whichever is sooner



- ☞ Undertake agreed Salesforce project support work for other charities, as subcontracted by South Dublin County Volunteer Centre

Office Management

- ☞ Act as 'front of house' support for the Centre– dealing with queries, answering the phone, checking general email etc.
- ☞ Oversee the centre's move to new premises and be the point of contact for the moving project
- ☞ Create and disseminate invoices; follow up on outstanding accounts or queries
- ☞ Make bank lodgements and assist in maintaining financial records as appropriate, including PPN (Public Participation Network)
- ☞ Administer and record post (outgoing and incoming)
- ☞ Oversee, purchase and replenish office supplies
- ☞ Maintain the assets register
- ☞ Assist with engagement team tasks and administration as necessary
- ☞ Actively participate in peer learning and development within the Centre
- ☞ Deliver ad hoc administration tasks

Health & Safety

- ☞ Assist the Centre Manager/Deputy Manager to maintain the Centre's health and safety requirements and ensure best practice
- ☞ Act as Centre's Deputy Safety Officer
- ☞ Act as one of the Centre's Fire Safety Officers

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 projects effectively, with an ability to develop and implement change. 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)

- ☞ A strong IT and management system ability and knowledge to act as a digital and IT lead



- 🌀 Strong administrative skills
- 🌀 Excellent communication skills, both written and oral
- 🌀 Accurate and methodological approach
- 🌀 Ability to adjust and adapt to dynamic work environment
- 🌀 Ability to advise, inform, motivate, and support individuals and organisations
- 🌀 Ability to work as part of a team and foster culture of collaboration
- 🌀 Self-motivated with a friendly and approachable manner

Person Specification (Desired, non-essential)

- 🌀 A working knowledge of 'Salesforce'
- 🌀 A relevant qualification in administration or IT fields
- 🌀 A working knowledge of Garda Vetting

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 €36,433.44 to €44,630.96.

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 3rd June at 5pm.

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

Dublin City Volunteer Centre is an equal opportunities employer.

