



## Children in Hospital Ireland

### VOLUNTEER CO-ORDINATOR

#### Recruitment Pack

Children in Hospital Ireland is a registered charity and a company limited by guarantee. The organisation has its Head Office in Sandyford, Dublin 18 and operates throughout the country. Children in Hospital Ireland delivers a national volunteer-run hospital play and recreation service across 15 hospital locations nationwide; advocates to promote the highest standards in the delivery of healthcare for children; provides information and help for parents of hospitalised children; and works collaboratively with support groups for children who are ill or have long-term medical conditions. You can find out more about Children in Hospital Ireland on our website at [www.childreninhospital.ie](http://www.childreninhospital.ie)

#### JOB DESCRIPTION

<u>Position:</u>	Volunteer Co-ordinator, Child and Family Support
<u>Contract Type:</u>	Part time (22.5 hours). One Year, Fixed Term Contract with possibility of extension. Hours will be worked over five days in order to ensure cover for work.
<u>Start Date:</u>	September 2025
<u>Office Base:</u>	Head Office, Sandyford, Dublin 18
<u>Report To:</u>	Volunteer Manager

#### Overall Purpose & Context

Children in Hospital Ireland is seeking a highly motivated, self-starter to support a volunteer team across Dublin children's hospitals supporting children and families in challenging circumstances. This project will include volunteer role development, hospital staff relationship building, volunteer recruitment and support, monitoring and evaluation. The co-ordinator may also occasionally provide direct support to families and children in hospital. In addition, they will provide general support to the wider volunteer management team of Children in Hospital Ireland.

Reporting to the Volunteer Manager, the Co-ordinator will be someone who is capable, energetic, with a can-do attitude who thrives in a busy environment, and has a willingness to take on new tasks responding effectively to changes as needed. The Co-ordinator should be comfortable in a hospital working environment. The post will be based in the CIH office with regular travel to Dublin children's hospitals and occasional travel outside Dublin also.

The Co-ordinator will be the lead person on this programme, with guidance and support from the volunteer manager.

## ROLE

The Volunteer Co-ordinator will be responsible for implementing the Child and Family Support Service across the Children's Health Ireland hospitals. This includes but is not limited to the following key activities:

- Research and development of the volunteer role
- Develop and maintain a close working relationship with relevant hospital staff such as Social Work and Clinical Nurse Specialists to maximize the engagement of the volunteers
- Recruitment of suitable volunteers including organising events and full screening procedures
- Garda Vetting Process including inputting and processing data
- Training and induction for volunteers including any development of specialised training programmes required
- Ongoing support of volunteers including regular meetings and communications
- Management of volunteer communication and reporting through the organisation's volunteer management platform
- Regular Review of Programme and reporting as required by grant body
- Regular meetings and alignment with Volunteer Management team on hospital needs, case work, and volunteers
- Support of wider national volunteer team as required, particularly for recruitment campaigns and broad training and appreciation events
- Promote the profile and work of Children in Hospital Ireland generally and in particular the Child and Family Support Service
- Support Children in Hospital Ireland team in national level projects and campaigns as required
- Comply with all hospital policies, procedures and guidelines, including risk management, hand hygiene and infection control, child protection, evacuation drills etc.
- Perform other duties as may be required from time to time.

Reporting to the Volunteer Manager, the post holder will develop and maintain positive professional relationships particularly with colleagues, the Board, volunteers and representatives of the hospitals.

S/he will work in a respectful, co-ordinated and integrated way with colleagues, and in such a way as to encourage the best from, and support the efforts of, others.

## REQUIREMENTS

### *Professional*

- A minimum of 2 + years' experience in a professional setting and experience of working with volunteers in a supervisory capacity.
- Experience of the non-profit / charities sector with a knowledge and understanding of the ethos of volunteering and the voluntary sector.
- Confidence in and knowledge of (or willingness to learn) hospital/health care environment.
- Excellent administrative, communication, written skills and experience with attention to detail with proven oral and written communications and interpersonal skills.
- Computer literacy essential (Microsoft Office) and experience of facilitating meetings and trainings.

- Proven time management skills and ability to prioritise and work to deadlines and manage a busy work load.
- Experience of building relationships with diverse stakeholders.
- Experience of working with confidentiality and boundaries in sensitive working environments
- Candidates must have a valid work permit for permission to work in Ireland

#### *Personal*

- Full valid driver's license and own car highly desirable.
- Ability to foresee problems that might occur with an event or other set of plans and procedure and ability to proactively seek and implement solutions before problems arise.
- Ability to work in a busy and demanding environment.
- Commitment to the highest ethical standards.
- Ability to motivate others.
- Self-starter with an ability to work on own initiative.
- Flexibility to work occasionally outside of normal working hours required.
- Team player

This position is subject to Garda Vetting. Police clearance is also required from any country where the candidate has spent more than 6 consecutive months since the age of 16 years.

### **CONDITIONS**

This position will be initially for a period of 1 year. A 4-month probationary period will apply.

Salary: €32,500 pro rata per annum (€19,500 actual) payable monthly in arrears

Hours: The position will be for 22.5 hours per week with flexibility for evening and weekend work. A time in lieu system operates.

Annual Leave: 22 days pro rata.

Travel: This role is based in Sandyford, will involve travel to all Children's Health Ireland hospitals in Dublin. It may also involve a small amount of occasional travel outside of Dublin.

A complete list of terms and conditions will be made available to the candidate offered the role through the Staff Handbook. Children in Hospital Ireland is an equal opportunities employer.

### **APPLICATION PROCESS**

If you wish to be considered for appointment to this position, please indicate your interest by sending a letter of application stating why you are suitable (no more than one page), together with a copy of your CV to by closing date, **end of the day Friday August 1<sup>st</sup> 2025** to:

[julia@childreninhospital.ie](mailto:julia@childreninhospital.ie). Please put **Volunteer Coordinator** in the subject heading.

**Please note: Applications without a cover letter will not be considered.**

### **RECRUITMENT TIMETABLE**

Closing date for applications: Friday August 1<sup>st</sup> 2025

Proposed Interview date (if successful): Week beginning August 12<sup>th</sup> 2025