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Events Coordinator Job Description

**Job Title:**

Events Coordinator

**Reporting to:**

Roscommon Volunteer Centre Manager

**Location of Post:**

Roscommon Volunteer Centre, The Square, Roscommon Town, County Roscommon, F42 DP08

**About Roscommon Volunteer Centre:**

Roscommon Volunteer Centre is an organisation that promotes volunteering and provides a person-centred approach to supporting volunteers and volunteer involving organisations in County Roscommon. We match individuals who would like to volunteer with community organisations that involve volunteers in their activities. We also provide information, consultation, volunteer management training and Garda Vetting.

Roscommon Volunteer Centre is a non-profit organisation funded by the Department of Rural and Community Development and is part of a network of twenty-nine volunteer centres nationwide which work closely with the support of Volunteer Ireland.

**The Role:**

The Events Coordinator(s) will join RVC’s core team in organising activities. The Events Coordinator will primarily be responsible for:

* Liaising with community groups that are planning once-off events, and supporting groups in managing volunteers and ensuring the smooth rollout of activities;
* Conducting outreach meetings with community groups across Roscommon and identifying ways in which volunteers can support those groups, especially at once-off events, seasonal events, or activities that span a few weeks;
* Identifying opportunities to host events to mark awareness days or national events (e.g. Culture Night);
* Identifying opportunities to include marginalised groups to engage in community development and volunteering;
* Supporting activities undertaken directly by Roscommon Volunteer Centre throughout the year that promote or celebrate volunteering (e.g., National Volunteering Week, Roscommon Volunteer Awards, International Volunteer Day, Culture Night, etc.).

**The Purpose:**

This position will focus on generating a greater number of volunteer roles and opportunities in which people interested in volunteering can participate.

The Events Coordinator will expand the reach of the Community Volunteers programme so that a wider cohort of volunteers and community groups will avail of the programme.

Additionally, the Events Coordinator will establish greater monitoring and control mechanisms to ensure the programme is rolled out professionally and in a controlled manner. They will also complete all standardised documents pertaining to the programme and report the information to Volunteer Ireland and our funders in a timely manner.

**Key Areas of Work:**

There are several key areas of work that are focal points for this role. They include:

Development of Volunteering Activities

* To identify meaningful volunteer opportunities by closely working with community groups and fostering a professional yet supportive relationship with them;
* To recruit, train and manage volunteers for events and festivals as part of the Roscommon Community Volunteers programme;
* To encourage people in County Roscommon to register and volunteer for volunteer opportunities on I-VOL;
* To track communication with community groups and volunteers using I-VOL, the national volunteering database. (I-VOL/Salesforce software training will be provided.)
* To utilise systems for evaluating the volunteer’s experience and the community group’s satisfaction with RVC’s supports;
* To provide direct information to the manager about volunteering to schools, youth clubs, and other community centres/spaces;
* To work with the other team members in tracking volunteer registrations, interest, logging hours, and running reports.

Organisational Support

* To communicate respectfully, honestly and effectively with Roscommon Volunteer Centre staff and other stakeholders;
* To work with existing internal systems and procedures to enhance the efficacy of the team;
* To guide and support volunteer involving organisations to assess their volunteer needs and volunteer roles and assist with their development;
* To contribute to the development and delivery of volunteer training programmes to local organisations, especially in relation to the Community Volunteers Programme;
* To project manage assigned events and ensure as appropriate that:
  + all necessary agreements (statement of works, service level agreements, volunteer role descriptions, etc.) are in place before the event takes place;
  + RVC team are kept abreast of developments through progress reports and updates at team meetings;
  + statistics are logged against key performance indicators;
  + monitoring and evaluation systematically takes place;
  + appropriate IT systems are updated promptly;
  + feedback is gathered and fed back into existing systems to enhance performance.

Promotion of Volunteering and Roscommon Volunteer Centre (RVC)

* To represent RVC in community events and meetings relevant to the sector;
* To assist in the promotion of volunteering across the community by contributing content to the RVC website, social media accounts, contributing to newsletters, speaking on the radio or at events, etc., as directed by the Manager;
* To deliver Community Volunteer training to registered volunteers;
* To assist the Manager in the organisation and implementation of public relations campaigns including volunteer events and initiatives.

**Other Duties:**

* To carry out administrative duties as directed by the Manager;
* To liaise with other volunteer centres on the Community Volunteers Programme and other network events;
* To assist the Manager inensuring quality standards are adhered to;
* To assist the Manager and the Board of Directors to develop action plans to progress the RVC's Strategic Plans;
* To gather metrics and track the efficacy of RVC’s work by compiling data for the Board Report, Annual Report, and other monitoring and evaluation tools;
* To provide an effective and efficient service to volunteers, organisations, and the community at large, to support the aims and objectives of Roscommon Volunteer Centre in line with its work plan, policies, and ethos;
* To carry out such other duties which do not change the nature of the post, as may be determined by the Roscommon Volunteer Centre Manager/Board of Directors.

**Person Specification:**

Essential Criteria

* Appropriate 3rd level qualification **or** extensive relevant community and voluntary sector experience;
* Event management and/or project management experience;
* Full clean driving licence and use of own car.
* Strong IT literacy skills
* Ability to handle and track a large volume of data and to develop activities in an accurate and methodical manner;
* Ability to network effectively with a variety of people and organisations;
* Strong interpersonal skills with specific emphasis on relationship building;
* Ability to prioritise and organise in a busy workplace environment;
* Excellent communications skills, both written and verbal;
* Facilitation skills and training experience;
* Ability to work on own initiative;
* Ability to work as an active team member.

**Desirable Criteria:**

* Experience of the community and voluntary sector including issues relating to

volunteering in Ireland;

* Proficiency in Salesforce (or a willingness to learn how to use this software package);
* Strong writing skills for writing press releases, reports or documentation;
* Commitment to the development of volunteering in County Roscommon;
* Experience of public relations planning and delivery;
* Experience of websites and social media.

**Personal Qualities**

* Enthusiastic about working with volunteers and embracing diversity in all its forms;
* Friendliness and approachability;
* Flexibility with a willingness to travel and work outside normal office hours;
* Enthusiasm, professionalism and drive;
* Tolerance and appreciation of the value of others;
* Appreciation of the value of community development.

**Hours of Work:**

This role has been developed to support the aims and objectives of the [Community Volunteers Programme](https://volunteerroscommon.ie/roscommon-community-volunteers/).

* This is a full-time role; 37 hours per week Monday–Friday (excluding unpaid lunch break);
* Flexible on evening and weekend work as required by the role.

**Duration:**

* Fixed Term Contract to be issued from date of commencement to December 2025.

**Annual Leave:**

* Total of 24 days, plus 1 day off on birthday if birthday occurs on your usual work day.
* Some annual leave to be reserved for shutdown during Christmas season and Summer season as decided by the Board of Directors.

**Salary:**

Salary scale is €32,000-€36,000 commensurate with experience and qualifications.

**Probation:**

Three month probation period.

**Applications:**

Email CV outlining your suitability for the position to manager[@volunteerroscommon.ie](mailto:manager@volunteerroscommon.ie) clearly referencing “Events Coordinator” in the subject line.

Closing date for receipt of applications is **12 noon, Monday 21st July.** Interviews will be held on **Wednesday 30th July**. For more information please visit [https://volunteerroscommon.ie](https://volunteerroscommon.ie/).