

**Dún Laoghaire Rathdown Volunteer Centre:** Project Support Officer

Reports to: The Manager

**Status:** One-year fixed term contract, (35 hours per week) with possibility to extend.

**Location:** This position facilitates remote working, while also involving meetings and co-working in our office in Blackrock in Dublin and other locations across Dún Laoghaire Rathdown and the Dublin area.

**Salary:** €35,000 - €37,000 depending on experience

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**The Role**

We are delighted to be recruiting a Project Support Officer to join our team. In this role, you will have the opportunity to support several areas of our work with volunteers and organisations. You will also contribute to the development and effective delivery of various community projects and events. In addition, we will support you to identify key areas, related to your post, which play to your strengths and support you to work in this space.

This is an exciting opportunity to join a creative, dedicated and dynamic team, where there is a genuine openness to trying new things, working together and making a difference.

Please see our job description below for more details.

**Key Areas of Work**

### **Volunteer Involving Organisation (VIO) and Volunteer Support**

Provide support to our registered service users by assisting with various tasks, which may include:

* Work with the Volunteer Engagement team to support people to start volunteering, supporting with communication, processing and administrative tasks as needed.
* Work with the Organisations Team to support local organisations who involve volunteers to effectively recruit the people they need - assist with communications, processing and administrative tasks
* Provide logistical and administrative support for the celebration of volunteers at different events and assisting with other recognition activities.
* Assisting with researching and reaching out to new non-profit organizations to expand our network and the volunteering roles available locally.

### **Communications**

Provide support to help us promote volunteering, this may include:

* Developing content for our website and the shared VolunteerDublin website.
* Creating social media content
* Designing and printing leaflets and other information materials and
* Reviewing and collating reports.

### **Project Support**

* Support our DLR Community Volunteers programme – which manages volunteers at events. This may include managing small teams of volunteers at once off community events and providing administrative support with volunteer sign up and logistics.
* Support other projects, that arise, including our work with those seeking international protection
* Work with the team on project development, planning and implementation.

### **Administrative and Office Management**

* Answering our office line and diverting calls or taking messages
* Supporting with mailbox management and invoicing.
* Conducting an end-of-year stock take of materials and overseeing office organization activities.-
* Coordinating the distribution of materials, such as leaflets or thank-you cards, to VIOs and volunteers.
* Provide support with gathering quotes and purchasing materials.
* Assisting with organizing shared folders on Office 365 or Google Drive to ensure documents are easily accessible and up-to-date.
* Compiling reports by gathering key data, statistics, and information for end-of-year summaries.
* Managing the general info email account, ensuring that incoming emails are addressed or routed to the relevant team members.

### **Person specification**

* Excellent IT skills, with experience using office and google suite, slack, zoom, canva and social media.
* Reliable, with a great attention to detail and can work effectively on your own and as part of a team.
* Friendly, warm and can related to and work with a wide variety of different people.
* Demonstratable ability to take the initiative.
* Ability to prioritise and respond to a variety of tasks effectively and professionally.
* Strong organisational and administrative skills.

### **Desirable**

* Previous experience in a similar role
* Commitment and belief in the value of volunteering
* Experience and/or knowledge of volunteering, the local voluntary and community sector and volunteer management.