

Job Description: Volunteer Coordinator

Nano Nagle Place (NNP) is dedicated to

- becoming Cork's best heritage & visitor destination, telling the inspirational story of Nano Nagle by celebrating and bringing alive Nano Nagle's educational, community inclusion and spiritual vision for a contemporary world;
- becoming Cork's preeminent community education hub; and
- being a welcoming and inclusive oasis of beauty, ecology, reflection and spirituality.

Job Description: The role of NNP Volunteer Coordinator is a part-time role (on a one-year fixed term contract) that will assist the Programme Manager and the Ministry Manager in developing a volunteering policy and helping recruit and manage volunteers such that NNP is recognised as an exemplar of best practice volunteer management in Ireland.

This role has the following key purposes:

1. Developing volunteer Policy.
2. Taking lead responsibility for volunteer Recruitment.
3. Working with both management and staff in delivering volunteer Management.
4. Developing appropriate volunteer Training and development.
5. Celebration of volunteers and volunteer culture at NNP.

Main duties & responsibilities:

Policy

- Research and develop a NNP Volunteer Policy in line with identified best practice.
- Raise staff awareness of the role and the function of volunteers.
- Keep up to date with legislation and policy related to volunteering and make any necessary modifications to accommodate changes.
- Work with Cork City community and cultural organisation in order to establish good working relationships to influence decisions about volunteering.

Recruitment

- Work with the Programme Manager and the Ministry Manager to develop volunteer job descriptions (JDs) across all the activities at NNP.
- Recruit volunteers from the community to those JDs with varied backgrounds and experience.
- Generate volunteering opportunities based on the needs of the organisation.
- Promote volunteering through recruitment and publicity strategies and campaigns.
- Interview volunteers and ensure they are appropriately matched and trained for a position.
- Offer advice and information to volunteers through face-to-face, telephone and email contact.

Management

- Develop and maintain volunteer program informational pack, job descriptions, task lists etc.
- Develop, regularly update and carry out volunteer orientation for all new volunteers.
- Organise rotas in conjunction with the management team.
- Monitor and evaluate activities and write reports for management and Board as required.
- Maintain volunteer database and undertake any other administrative duties.
- Ensure compliance with policies and procedures (H&S, Child Safeguarding etc.).

- Any other duties that may reasonably be required from time to time consistent with the general level of responsibility of the post.

Training

- Plan, schedule, and oversee quarterly volunteer in-service training sessions.
- Develop and maintain volunteer records, training curriculum and manuals as necessary.
- Develop program evaluation to ensure volunteer feedback and satisfaction with program.

Celebration

- Plan – with the Events Manager - volunteer appreciation events.
- Organise profile-raising events to attract new volunteers.

Outputs

- Developing JDs and recruiting strategies for the various volunteer categories.
- Achieve [Investing in Volunteers](#) - the national Volunteer Ireland quality standard.

We're looking for a colleague:

- with a minimum of 3 years proven HR or volunteer management experience;
- with excellent MS Office skills, in particular Word, Outlook and Excel;
- with a working knowledge of GDPR requirements;
- who works in a proactive and self-starting manner;
- happy multi-tasking and mucking in;
- who will embrace a multicultural environment and culture;
- who is highly proficient in spoken and written English;
- with strong organisational and planning skills;
- who is a personable team player;
- who is reliable and punctual.

Working hours, patterns and environment

- 21 hours per week
- 24 days holidays pro rata.
- Overtime is not paid but time in lieu can be agreed with the Ministry Manager.
- Please note that there will be a 6-month probationary period.

Garda vetting

To comply with our [Child Safeguarding policy](#), we require that all staff (and volunteers) at all levels complete a satisfactory Garda vetting process, prior to being employed.

Responsible to:

- Ministry Manager
- Programme Manager