



volunteer centre

Ionad d'Obair Dheonach Maigh Eo

MAYO

Job Title:

Mayo Volunteer Centre Manager

Name and Address of Employer:

Moy Valley Resources, Bunree Road, Ballina, Co. Mayo

Reports to:

Operations Manager, Moy Valley Resources

The Manager will also work closely under the guidance of Mayo Volunteer Centre Steering Committee and will report to them on the Centre's progress against agreed targets.

Key Responsibilities:

This position will focus on promoting volunteering and civic participation across the whole community of Co Mayo. The primary objective is to continue to develop and manage a high quality Volunteer Centre to serve volunteers and community and voluntary sector groups. The role involves managing the delivery of the service, managing the staff of the centre and managing the future development of Mayo Volunteer Centre, working under the guidance of the Steering Committee.

Key Areas of Work**Centre Management and Service Delivery**

- Report to the Steering Committee and its sub-committees on a 6-weekly basis
- Develop, monitor and evaluate the progress of the Centre's annual workplans.
- Ensure that Mayo Volunteer Centre continues to meet the required standards as set out in the Volunteer Ireland Quality Standards for Volunteer Centres, and to develop and implement an annual Quality Improvement Plan.
- Utilise the national volunteering database – I-VOL, maintain data-quality, generate reports, support and train staff in its usage, and adhere to national guidelines.
- Participate in the national work of the Volunteer Ireland/Volunteer Centres/Volunteer Information Services network by participating in working groups, attending national meetings, and promoting national projects, as appropriate.

- Identify and access resources (financial, human and material) required to further the aims of Mayo Volunteer Centre
- Ensure the Centre's policy and procedure documents are adequate, are being implemented, and are regularly reviewed in line with the Centre's Document Control matrix.
- Oversee the delivery of Volunteer Management Training to not-for-profit groups, and arrange for the delivery of additional training topics to meet the needs of local organisations.
- Deliver the Centre's Garda Vetting service to affiliates, in line with current national legislation.

Promotion of Volunteering and Mayo Volunteer Centre

- Build and maintain positive relationships with stakeholders
- Work to increase volunteerism, voluntary activity and promote and develop best practice in volunteering in Co Mayo
- Work with local media to highlight volunteering and the Centre's activities.
- Utilise social media to highlight the work of the Centre and the benefits of volunteering to potential volunteers.
- Represent the Centre at various fora, networks, meetings as agreed with the Steering Committee.
- Take part in national PR opportunities and campaigns as they arise, eg National Volunteering Week.

Finance/Reporting

- Develop income to the Centre from various sources including statutory, earned income (training courses, garda vetting, etc) and sponsorship.
- Maintain accurate and up-to-date financial records and report to funders as required.
- Implement the Centre's financial procedures and review on a regular basis.
- Prepare an Annual Report each year, and regular progress reports as required.
- Assist the accounts team in Moy Valley Resources to maintain accurate records, and to report to the Finance-Sub-committee.

HR

- Lead, motivate and support the small staff and volunteer team.
- Conduct regular support and supervision meetings with individual staff members as well as an Annual Performance Appraisal.
- Work with the HR Sub-committee to ensure that best practice is carried out in the Centre in relation to staff management and development.

Other

- Be responsible for the running of the Volunteer Centre offices (maintaining stationery supplies, suitability of equipment, etc)
- Provide administrative and secretarial support to the Steering Committee
- Participate in Moy Valley Resources management team meetings.
- Participate in the strategic development of the Centre.

- Such other duties, which do not change the nature of the post, as may be determined by the Steering Committee.

Person Specification:

The following is a guideline to the skills/experience that the Manager should have:

Essential

- A minimum of 3 years Management/Project Management experience in a similar or related field, which includes paid staff management experience.
- A relevant third level qualification.
- Experience of planning and managing budgets.
- Experience of developing and implementing strategic plans/work plans.
- Commitment to the concept of volunteering and objectives of the post
- Knowledge of current best practice in volunteer management.
- Ability to work with a very wide range of individuals and organisations, including the ability to assess their needs clearly and work with them to achieve those goals.
- Excellent communication skills, both written and verbal.
- Ability to inform, motivate and support individuals and organisations.
- Good general administration skills and computer skills including Office 365, Word, Excel, Powerpoint and Internet database packages.
- A full clean driving licence and access to a car for work purposes.
- Awareness of Equal Opportunities

Desirable

- Experience/qualifications in delivering training, particularly on Volunteer Management topics.
- Experience of volunteering
- Knowledge of the community and voluntary sector in Mayo.
- Event management experience.

Hours of Work:

37.5 hours per week, with flexibility to carry out work out of office hours and at weekends where necessary.

Place of Work:

Mayo Volunteer Centre, Cathedral Road, Ballina, with regular days of work based at Le Cheile Family Resource Centre, Tucker Street, Castlebar, Co. Mayo.

Occasional travel to other areas in Co Mayo and Ireland will be required.

Salary: DOE. In the range €35,000 - €40,000.