

Volunteer & Office Co-Ordinator

Job Title:	Volunteer and Office Co-Ordinator
Reports to:	HR Manager
Job Location:	Sean Mulvoy Road, Galway
Contract Details:	Specific Purpose Contract, 37 hours per week
Salary Details:	€30,000-€45,000 salary range (<i>depending on experience</i>)
Job Purpose:	Working to the Galway Simon Community Strategy and as a member of the HR team, the Volunteer and Office Co-ordinator will manage, co-ordinate and provide administrative support in the following areas; Volunteering, HR, Reception; and Office Management to include IT, phones, procurement and canteen
Main duties & Responsibilities:	<p>Volunteers (<i>Full Time Volunteers (FTV's)</i>) & <i>Part Time Volunteers (PTV's)</i>) & Student Placements</p> <ul style="list-style-type: none"> • Manage the volunteering process in full, for both full-time and part-time volunteers. • Manage all aspects of the European Solidarity Corps (ESC) and other programmes as they apply to Galway Simon Community to include <ul style="list-style-type: none"> ○ ESC Application ○ ESC Final report, end of year ○ Grant approval and costings in conjunction with Finance • Recruitment & selection of PTV's in conjunction with relevant manager/s & FTV's in collaboration with partner organisations. <ul style="list-style-type: none"> ○ Update role descriptions for volunteer placements and generate new role descriptions when required. ○ Carry out interviews, ○ Manage garda vetting process for volunteers who will be dealing with clients. ○ Meet and greet FTV's on arrival in Galway ○ Carry out induction training for all volunteers. • Manage all training for full time and part time volunteers. Liaise with partner organisations for induction, mid-term and end of project training. • Co-ordinate the '<i>Certificate in Volunteering</i>' in conjunction with TU Dublin for FTV's. <ul style="list-style-type: none"> ○ Co-ordinate the lectures over a 6-week period with the relevant tutors for various modules. ○ Liaise with the FTV's on Reflective Journals; correction of same and submission to TU Dublin. ○ Liaise with TU Dublin on the graduation of FTV's. • Provide ongoing support for FTV's throughout their programme. • Compile, upload and keep updated, volunteer data on salesforce. • Liaise with Communications Officer to carry out regular satisfaction surveys for all volunteers; and exit interview surveys for PTV's. • Carry out face to face exit interviews with FTV's and ensure all evaluations/feedback of the programme are fully completed and signed off. • Manage the FTV's accommodation and ensure Health & Safety standards are maintained, to include risk assessments and safety audits.

Student Placements

- Manage the student placement programme with local colleges.
- Liaise with relevant managers in the services to ascertain their requirements for students on an annual basis.
- Draw up a plan to ensure that there are students available to meet the needs of the services.
- Work with the colleges to obtain suitable candidates; manage the recruitment and selection process; garda vetting, where relevant; contracts; induction with relevant manager/s in the services

HR Administration support

- Provide administration and TMS support to HR as required

Reception

- Managing employees working in Reception to ensure all tasks are completed efficiently and effectively, reception; phones; in-coming/out-going post; sign-in/sign-out procedures; safety audits as per organisational procedures.
- Managing the rosters, annual leave, ensuring there is sufficient cover at all times in conjunction with the CE Supervisor.
- Liaise with CE Supervisor in the recruitment and selection of new staff members.
- Manage staff performance, providing regular support through supervision sessions and undertake appraisals on an annual basis.

Office Co-ordination Support

- Work as part of the office Team to ensure that all IT support is in place and manage contacts with IT support providers
- Maintain the IT register of all computers, laptops, phones etc. to ensure that all IT equipment is registered appropriately; and that all equipment given out/returned is recorded appropriately.
- Ensure that all visits to the office by equipment service/maintenance engineers are recorded and that all necessary work is satisfactorily completed prior to recommending approval of payment for services provided.
- Ensure that an adequate supply of all necessary office materials and equipment is maintained on site at all time.
- Maintain the office environment to a standard of cleanliness that is welcoming to visitors and is an appropriate work environment for staff.
- Manage the organisation of Board meetings and documentation for same,
- Work with other managers to organise community events, e.g. Staff Meetings, Memorial Service; Christmas Party etc.

Other

- Liaise with & support Simon Communities of Ireland and other local communities as appropriate
- Liaise with colleagues in other departments/areas of Galway Simon to effectively and appropriately carry out the responsibilities of the position.
- Work to Galway Simon Community values and ethos
- Participate in Supervision process including attending training as required
- Adhere to HR and Galway Simon Community policies and procedures
- Carry out any other duties as required and as consistent with the responsibilities of the position.

	<p>This Job Description is intended to indicate the broad range of responsibilities and requirements of the position. It is neither exhaustive nor exclusive but while some variation can be expected in particular duties, as the position evolves, the outline is considered to provide a reasonable general description of the position.</p>
<p>Person Specification:</p>	<p>Essential</p> <ul style="list-style-type: none"> • Third level degree or sufficient evidence of qualifications relevant to the role • Minimum of 2 years previous experience working in a busy office/administration environment • Excellent proficiency in Microsoft packages and database software • Proven ability to work with confidential matters and maintaining confidentiality at all times • Proven ability to plan, organise and prioritise workload, utilising effective time management skills. • Strong communication and interpersonal skills • Self-starter, with a structured approach, adaptable and flexible • Excellent problem-solving skills • Excellent administrative skills • Excellent report writing skills • Strong team player • Full clean driving licence and access to own vehicle for work purposes <p>Desirable</p> <ul style="list-style-type: none"> • Previous recruitment and selection experience. • Supervisory experience with a proven ability to manage and motivate staff
<p>To apply:</p>	<p>Applications with a CV and cover letter, must be submitted to jobs@galwaysimon.ie by closing date 9th July 2023 at 5.00pm.</p> <p>If you have any questions in relation to this position please contact the HR department via email jobs@galwaysimon.ie</p>
<p>Galway Simon Community is an equal opportunities employer and welcomes applications from all sections of the community.</p>	