



Job Descriptions and Person Specifications:

Kildare Volunteer Centre is a Company Limited by Guarantee with a CHY number. We are funded by the Department of Rural and Community Development to deliver a wide range of Volunteering supports to individuals and organisations resident in County Kildare. Kildare Volunteer Centre is a member of the Network of Volunteer Centre's and we are affiliated to Volunteer Ireland.

The appointment is being made to fill the position of our current Manager, who is retiring after 16 years.

Manager, Kildare Volunteer Centre

Kildare Volunteer Centre works with individuals who wish to volunteer and with not for profit organisations that involve volunteers in their activities.

We provide a range of Volunteering opportunities to individuals that we develop with Volunteer Involving organisations (VIO's)

Advice and support is offered to both volunteers and not for profit organisations through a range of services including information, consultation, volunteer management training and garda vetting processing.

Job Description

The Manager Reports directly to the Chairperson and Board of Directors of Kildare Volunteer Centre.

Role: The core responsibility of the Manager is to support and advise the Board of Kildare Volunteer Centre in the implementation of its Business Plan and associated Policies.

The Manager has responsibility for the day-to-day running of the Volunteer Centre. To manage, promote, support and deliver the aims and objectives of Kildare Volunteer Centre in line with its work plan, ethos and policies.

Key areas of work:

GOVERNANCE/FINANCIAL MANAGEMENT

- Manage existing services and their development, including implementing appropriate policies and practice guidelines
- Manage the day to day finances of the organisation in an efficient and effective manner
- Ensure that the Budget is managed within limits as agreed by the Board
- Use relevant reporting techniques to feed back to all funders, the Company Registrations Office (CRO) and the Charity Regulation Authority (CRA).
- Under the direction of the Chairperson, organise board meetings and the AGM. Report to the Board at every board meeting.
- Prepare board pack documents in a timely manner.
- Identify and seek additional funding opportunities for the centre and future project developments.
- Prepare reports, reviews and budgetary projections .
- Prepare annual operational plans, funding applications, reports and financial statements.
- Secure funding to deliver the annual Kildare Volunteer Awards.

LEADERSHIP

- To represent the Company in various Fora
- To influence decision makers for the benefit of Volunteering
- To seek opportunities for KVC to play a lead role in the implementation of the National Volunteering Strategy
- Engage fully and play a role in the structures of the Network of Volunteer Centres
- Lead, co-ordinate, supervise and support a team of paid staff and volunteers including performance reviews, development of workplans, induction etc.
- Where necessary co-ordinate the recruitment of new staff.
- Responsible for the induction of all new staff and volunteers, including the overseeing of each of the team's orientation into the centre.
- Oversight of multiple projects/activities delivered by staff.
- To prepare, under the direction of the Chair/Secretary, induction packs for new Board members

DAY TO DAY OPERATIONS

- Manage the day to day finances of the Company
- Ensure that value for money is secured in procuring goods and services for the Company
- Provide accurate and up to date Financial reports for the Board
- Be the National Vetting Bureau Liaison Person for the organisation with lead in associated duties.
- The Manager is responsible for data protection within the centre and is the first point of contact on behalf of the Board for managing all GDPR queries.
- Develop and maximise volunteering opportunities for the Kildare Volunteer Centre.
- Ascertain barriers to volunteering for certain target groups and seek solutions.
- Keep up to date with volunteering issues regionally and nationally.
- Act as Health and Safety Manager.
- Organise and arrange training for local organisations in areas relevant to volunteering.
- Organise and maintain the centre in an efficient and effective manner in accordance with the directions of the Board of Management.
- Coordination of events such as annual Kildare Volunteer Awards

NETWORKING

- Ensure that key stakeholders are engaged with the Centre
- Network with Kildare County Chamber and other business groups
- Consult and network with community and voluntary groups, keeping them informed and supported with information on good practice with respect to all aspects of volunteering.
- Attend regional and national volunteer centre managers' meetings.

COMMUNICATIONS

- Raise the profile of the Volunteer Centre
- Promote and develop the concept of volunteering to all sections of the community including informal volunteering
- Engage with local and national media to ensure the profile of volunteering is maximised
- Draft press releases
- Input to local and national policies relevant to volunteering.
- Any additional duties as required by the board of directors.

Person Specification

Essential criteria

Knowledge

- Third level degree and / or similar professional qualification

- An understanding of the key issues affecting volunteer Management
- An understanding of the key policy issues concerning Volunteering at local, regional and National level
- Knowledge of the wider policy environment in Volunteering and the Community and Voluntary sector

Skills

- Action oriented person, self starter, takes the initiative, makes decisions and see them through
- Ability to work as part of a team to achieve goals
- Excellent Computer/IT skills
- Excellent communication skill, both oral and written
- Proven financial management skills
- Strong analytical skills to inform strategy and development
- Human resource and office management skills
- Facilitation skills and training delivery experience
- Proven ability to work on own initiative
- Be able to demonstrate strong interpersonal skills
- Full clean driving licence and access to a car
- This role requires applicants to have the right to work in Ireland

Experience

- Project Management Experience, including setting and meeting clear targets
- Practical volunteer management experience – either paid or voluntary
- Preparing and implementing workplans
- Budget Management
- People Management

Desirable criteria

- Familiarity with the public service system and local government in Ireland
- Commitment to the development of volunteering in County Kildare
- Experience of the community and voluntary sector including issues relating to volunteering in Ireland.
- Knowledge of CRM software
- Experience in data analysis and report writing.
- Experience of public relations planning and delivery
- Familiarity with Garda Vetting and GDPR legislation.
- Demonstrate empathy for people from under represented and excluded backgrounds

- An understanding of good governance principles and practices in the Community and Voluntary sector

General Information

To adhere, at all times to KVC policies on

- Equal opportunities
- Diversity and dignity at work
- Health and Safety
- Confidentiality
- Environment and Sustainability
- We welcome applications from people from all sections of the community, irrespective of race, ethnicity, gender, age, disability, sexual orientation, religion or belief.

Hours of Work:

35 flexible hours per week Monday-Friday

Out of office hours and weekend work as required by board of management.

Place of Work:

The Kildare Volunteer Centre team is currently working on a blended basis (a mixture of remote working and attending the office at Lower Eyre St, Newbridge on a rotational basis). Please note: The place of work is subject to change and it is envisaged that this role will revert to **full time in the office** as soon as public health guidelines allow.

**Six-month probationary period applies.
(Post is permanent subject to funding)**

Salary:

As recommended by the review of funding

This post is part funded by Department of Rural and Community Development.

For informal queries about the post please contact mick@volunteerkildare.ie

For further information about Kildare Volunteer Centre, visit www.volunteerkildare.ie

Instructions to Candidates:

Please email your C.V to kvcmanagersjob@gmail.com no later than 17.00 on Friday, 11th February 2022

NOTE: It is expected that the first round of interviews will take place via zoom in the week commencing **21st February 2022. Short listing will occur.**