



Saint Joseph's Shankill
Dedicated to Dementia Care

Volunteer Support Officer

Agency:	Saint John of God Hospital CLG (Saint Joseph's Shankill)
Post:	Volunteer Support Officer
Reporting to:	Volunteer and Community Manager
Responsible to:	Chief Executive
Salary:	As per Consolidated Pay Scales (Grade IV)
Term:	One year Fixed Term Contract

Job Description

Saint Joseph's Shankill is the largest home in Ireland solely dedicated to dementia care. We are a Butterfly Home accredited by Meaningful Care Matters. In 2021 we achieved the Investing in Volunteers Award for our volunteer programme. We are now recruiting a Volunteer Support Officer to further expand this programme.

The Volunteer Support Officer will assist the Volunteer and Community Coordinator with recruiting, training, supporting and developing our Volunteers in line with the Investing in Volunteers' standards.

This is an exciting opportunity to join Saint Joseph's Shankill as we grow our volunteer programme. The successful candidate will have the opportunity to have a positive impact in the lives of our volunteers and people living with dementia.

Main Responsibilities

- Assist with recruitment and reference checking/screening of all volunteers
- Support and maintain good communications with all volunteers
- Maintain and update databases and files, including mandatory training records, in line with GDPR regulations
- Support the Volunteer and Community Manager as a point of contact for all volunteers

- Assist with development and implementation of programmes that promote the continuous improvement and engagement of all volunteers
- Cultivate a positive and supportive atmosphere by recognising volunteer efforts
- Provide additional administrative support to the overall Volunteer and Community Department as required
- Undertake additional duties or tasks as required

Essential Experience

- Excellent interpersonal skills with the ability to work independently and as part of a team
- The ability to work under pressure, multi-task and problem-solving
- Excellent written and verbal communication skills
- Excellent organisational skills
- Proficient in use of Microsoft Office, social media and design packages
- At least 2 years' experience of the non-for-profit sector in Ireland (paid or voluntary)

Desired Experience

- Previous experience of recruiting volunteers
- Third level qualification
- Previous experience of organising and running events
- Knowledge of dementia and dementia related issues

Person Specification

- Strong empathy with and compassion for people living with dementia and their families
- Commitment to highest ethical standards
- Excellent communication and presentation skills – written and verbal
- Self-starter with initiative and drive and an ability to work independently, think creatively, and identify opportunities
- Ability to prioritise, plan and organise own workload
- A team player with an open and flexible attitude
- Strong organisational skills and attention to detail

- Computer literate including use of databases, Microsoft Office suite, Social Media platforms e.g. Facebook, Twitter, and design packages e.g. Canva
- Flexibility to work some evening and weekend hours
- Full clean driving licence is essential

Additional Information

- Full-time, 35-hour work week
- 25 Days annual leave
- Pension
- Employee Assistance Programme
- Applicants that are successful to the interview stage but are not offered a position may be placed on a reserve panel and their CVs will be kept on file for six months

To Apply

Please send a cover letter outlining your reasons for applying for the position and your experience along with your CV to Elaine.Byrne@sjog.ie.

Closing date for applications is: 10/02/2023

Saint Joseph's Shankill is an equal opportunity employer.

www.saintjosephsshankill.ie