

TITLE: ISPCA Volunteer Coordinator

REPORTS TO: ISPCA Centre Manager

LOCATION: National Animal Centre, Derryglogher, Keenagh, Co. Longford

HOURS: Part-time 3 days per week 9am -5pm (based on a seven day rostered system)

- Time flexibility and travel required occasionally
- Evening work expected occasionally

CONTRACT TYPE: 12 month fixed term initially

DIRECT REPORTS: 0

DOC: January 2018

About:

The ISPCA is Ireland's largest national animal welfare charity, and represents 17 affiliated member societies across Ireland. Together the ISPCA and our members, rescue, rehabilitate and responsibly rehome thousands of animals of many different types each year. Our role is to prevent cruelty to animals, to promote animal welfare and to pro-actively relieve animal suffering.

The Role:

The ISPCA acknowledges the vital contribution made by volunteers supporting our ongoing work and we recognise that without them, the ISPCA would not be in a position to achieve our goals. The purpose of the role is to coordinate ISPCA volunteers in accordance with our policies and procedures and liaising with other ISPCA Centres for their volunteer requirements.

Responsibilities:

- Recruitment, coordination and evaluation of ISPCA volunteers.
- Coordinate and deliver induction, mentor, train and support all volunteers.
- Develop volunteer job descriptions for new volunteer opportunities.
- Maintain the ISPCA volunteer database.
- Liaise with other ISPCA sections/locations to assess their volunteer requirements.
- Promote volunteer opportunities both internally and externally working with the PR/Marketing team.
- Coordinate and monitor volunteer rosters for ISPCA sections.
- Attend events to promote ISPCA volunteering opportunities and liaising with multi agencies like volunteer Ireland.
- Keep up-to-date with current legislation and policies related to volunteering and make any necessary modifications to accommodate new changes in conjunction with the Centre Manager.
- Organise the annual ISPCA volunteer awards ceremony.
- Monitor and evaluate volunteer rosters and submit a monthly report highlighting activities.
- Assisting the Centre Manager and Supervisors in other duties, administrative support and occasional work out-of-hours when required.
- Ability to work under pressure, deal with difficulties and resolve them in a timely fashion.
- Ensure the best code of practice and follow health and safety standards.

Experience & Qualifications

- Supervisory experience necessary
- Project management experience and presentation skills desirable.
- Experience working within an animal welfare/not for profit environment ideal.
- Customer service experience required.

Person Specification

- Knowledge of animal welfare issues and keen interest in the work of the ISPCA.
- Strong communications and interpersonal skills.
- Excellent assertive skills are essential with the ability to multi-task and work under pressure.
- Ability to liaise with staff members at all levels.
- The ability to inspire and motivate all volunteers
- Working effectively as part of a team and also work on own initiative.
- Flexibility is required involving occasional late evenings or weekends.
- Ability to travel within Ireland if required.
- A good standard of education required.
- Full clean driver's license necessary.