The Volunteer Stroke Scheme (VSS) is a not for profit organisation which was set up in 1983 to cater for the needs of stroke patients and their families. The mission of the VSS is to develop world class support services for stroke survivors throughout Ireland. We have four Dublin based clubs where groups meet on a weekly basis and participate in therapeutic type activities, as well as physiotherapy sessions. Annual Holidays, Outings and Christmas Parties are also held.

**Aims of the Volunteer Stroke Scheme:**

- To provide support, information and a social outlet for stroke survivors, their families and carers.
- To make home visits to stroke survivors who are unable to attend their stroke club.
- To make sure that club members have access to information and advice on anything related to their life after stroke.
- To assist club members in any way we can to live with dignity and respect and to participate fully in community life.
- To expand Ireland’s stroke support network through VSS clubs and assisting other support groups nationally.
- To create a greater awareness and understanding of stroke in the communities where we operate.

**We are now looking to recruit a Co-ordinator for the VSS support groups in North Dublin.**

**Job Title:** Co-ordinator for VSS Support Group Dundalk  
**Location:** Working across locations in North Dublin.  
**Role type:** Part-time 20 hours per week  
**Contract:** 6 month contract with a view to continuing long term

**Duties and Responsibilities include but are not limited to the following:**

- Organising weekly support group meetings (meetings will typically last 90 mins with a half an hour set up and clear up)
- Maintain membership and attendance records
- Administrative duties
- Engage speakers for meetings
- Plan and organise appropriate activities for the group
- Generate new members
- Assist with fundraising
- Act as point of contact for the group
Skills & Experience:
- Ability to prioritise, plan and organise workload
- Excellent interpersonal and communication skills
- Caring and patient manner, conducive to working with stroke survivors and their families
- Strong Team member
- Commitment and flexibility

The above is a guide to the nature of the work required. It is not wholly comprehensive or restrictive. This job description will be reviewed with the post holder as required in line with business needs.

To apply: Please forward your CV and application letter to Human Resources – vferguson@irishheart.ie by 5pm Wednesday 29th April.

*Staff are not permitted to smoke whilst undertaking any duties on behalf of the VSS.*

*The VSS is an equal opportunities employer*