



Dublin City Volunteer Centre

Ionad d'Obair Dheonach Cathair Bhaile Átha Cliath

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Garda Vetting Clerk (Temporary) Recruitment Pack June 2025

About Dublin City Volunteer Centre

Dublin City Volunteer Centre (DCVC) is the 'one-stop-shop' for volunteering in the Dublin City area. We are a registered charity in Ireland and a member of Volunteer Ireland and the network of 29 Volunteer Centres nationally.

Our Vision

People in Dublin City are empowered to connect with and contribute to an inclusive, vibrant and sustainable society through volunteering.

We experience high demand for our services, based on a population base of 554,000. We are committed to the delivery of quality services, leadership and good governance.

Learn more about us at <https://volunteerdublincity.ie/>

The Role

Job Title:	Garda Vetting Clerk
Reporting to:	Deputy Manager
Location:	Unit 4, Whitefriars, Aungier Street, Dublin 2 & remote (blended)

CRO 401909/CHY 16525

Charity registration 20059736

Directors: G. Culligan (Chair), E. O'Loughlin (Company Secretary), E. Colgan, E. Deane, L. Hennessey, O. McFeely, K. Sarna



Purpose of Role

The Garda Vetting & Office Clerk will support the delivery of an effective and efficient Garda Vetting service to 250+ groups in the Dublin city area on a temporary basis. A high attention to detail, being solutions-focused, particularly in relation to systems, processes and operations is crucial.

Key areas of work

Vetting

- 🔄 Process and manage e-vetting applications in line with agreed processes and timelines.
- 🔄 Ensure all necessary paperwork required by DCVC from affiliates is in place and provide training to affiliate organisations.
- 🔄 Carry out Garda vetting for DCVC staff/and programme volunteers as required.

Office Administration

- 🔄 Act as 'front of house' support for the Centre- dealing with queries, answering the phone, checking general email etc.,
- 🔄 Administer and record post (outgoing and incoming).
- 🔄 Oversee, purchase and replenish office supplies.
- 🔄 Actively participate in peer learning and development within the Centre.
- 🔄 Deliver ad hoc administration tasks.

The above job description is not intended to be a comprehensive list of all duties involved and the post holder may be required to perform other duties as appropriate to the post. These would be discussed in detail with your line manager as they arise.

Person Specification

We are looking for someone who is diligent and task-focused, with critical thinking skills and a focus on quality outcomes. You will understand how good data and processes contribute to effective service delivery. Volunteer Centres are required to be agile and flexible, adapting to evolving service needs and thus you will be resilient, able to problem-solve and adapt to change when required.

You will be passionate about the transformative power of volunteering and how it effects positive social change.

Person Specification (Essential)

- 🔄 Strong administrative skills
- 🔄 Excellent communication skills, both written and oral
- 🔄 Accurate and methodological approach



- 🔄 Ability to adjust and adapt to dynamic work environment
- 🔄 Ability to advise, inform, motivate, and support individuals and organisations.
- 🔄 Ability to work as part of a team and foster culture of collaboration.
- 🔄 Self-motivated with a friendly and approachable manner.

Person Specification (Desired, non-essential)

- 🔄 A working knowledge of 'Salesforce'.
- 🔄 A relevant qualification in administration or IT fields.
- 🔄 A working knowledge of Garda Vetting.

Key Information about this role

This is a full-time position with Dublin City Volunteer Centre for 6 weeks. This contract is for a 35-hour week and salary is payable monthly.

Our core hours are 10am-4pm Monday to Friday. Flexibility is available outside of these core hours.

We operate a salary scale, with increases on the scale dependent on performance. The salary scale for this role is from The starting salary for this role is €30,072.66 pro-rata to €36,115.08 pro-rata.

The role may require occasional participation in meetings which can occur in the evenings and on weekends. A Time Off in Lieu system (TOIL) operates. Travel outside of the office is reimbursed according to our expenses policy.

We operate a hybrid working model. All employees may work remotely where beneficial to their work, with an expectation of spending at least two days each week in our office.

DCVC offers the following benefits in addition to salary:

- 🔄 Annual Leave of 25 days, rising by one day every year of service to 29 days
- 🔄 Further Education / Training and learning investment programme
- 🔄 Travel (bike-to-work schemes/tax saver commuter tickets)
- 🔄 Paid volunteering leave of 4 days per annum
- 🔄 Employee assistance programme with self-help wellbeing supports and access to free, confidential advice and in-person counselling services as required

A complete list of all the terms and conditions will be made available to the candidate offered the role through DCVC's Staff Handbook.



Application Process

If you are interested in the role please apply through the application form [here](#). As this is a temporary role with a need for immediate start we will begin interviewing suitable applicants immediately. Therefore an early application will be an advantage. Deadline for applications is Monday 16th June 5pm.

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

Dublin City Volunteer Centre is an equal opportunities employer.

