Habitat for Humanity® ReStore®

The low-cost DIY store that builds sustainable communities

Volunteer Coordinator

RESPONSIBLE TO: ReStore Manager
LOCATION: **Long Mile Road**
SALARY: €35,835 pro-rata
CONTRACT: Part-time, Permanent contract.
3 days per week on a 2 week rota (Week 1 Mon – Wed, Week 2 Thurs – Sat)

ROLE SUMMARY:

Habitat for Humanity Ireland is delighted to launch Habitat ReStore on Long Mile Road and is recruiting a Volunteer Coordinator.

The first Habitat ReStores in Europe are delivering real impacts for local people and the wider community in Athlone, Drogheda, Ballymena, Belfast, Glasnevin, Lisburn, Lisnagelvin, Newry & Newtownards. ReStore, the charity's social enterprise, builds sustainable community and directly tackles poverty here in Ireland. ReStore enables local people to improve their homes for less, provides learning opportunities for volunteers from different abilities and backgrounds, and diverts tons of reusable waste from landfill.

To provide intentional and meaningful volunteering opportunities for people of ages and backgrounds in ReStore. To deliver accredited Training which seeks to strengthen skills and build capacity, including for those who would be considered 'hard to reach'.

JOB DESCRIPTION:

1. Recruitment and training of ReStore volunteers including mentor support to provide a positive and supportive environment for volunteers of all ages, background and abilities.
2. Deliver accredited training programmes which engage, empower and support volunteers including those considered 'hard to reach'
3. Work with ReStore manager and others to discuss training needs, gaps in schedule and to define volunteer roles as required.
4. Develop and manage partnerships with appropriate organisations for placement and training opportunities at Habitat ReStore.
5. Attend exhibitions, events and conferences, as required, to raise awareness of Habitat programmes and promote volunteering opportunities.
6. Support the development and implementation of appropriate programme policies, procedures and best practices.
7. Manage relationships with internal/external service providers as appropriate.

8. Ensure all administration is completed as required – consent forms, partnership agreements, legal and statutory paperwork and effective tracking of all metrics on database
9. Work as part of a wider team to reach strategic and operational targets, ensuring that all activity complies with Habitat Ireland ethos, policies and procedures and all legislation governing the charity's activities.
10. Undertake any other reasonable tasks as required by the organisation.

PERSONNEL SPECIFICATION:

The personnel specification identifies the essential and desirable qualifications, experience (paid work and voluntary), skills, abilities and knowledge required to be able to fulfil the function of this post effectively.

When completing the application form please ensure that you clearly outline how you meet each criterion listed in this specification.

Essential

1. Excellent interpersonal and communications skills, verbally and in writing
2. Minimum of 1 years' experience of working with and organising volunteers, individually and with groups including the delivery of programmes.
3. Understanding of safeguarding and experience of risk assessment in relation to working with volunteers and minors.
4. Experience of working as part of a team and the ability to work independently and use your own initiative.
5. Strong organisational and computer skills experience in using Microsoft Word, Excel, PowerPoint and Outlook.
6. Valid driving licence and access to a car to undertake duties associated with this role. Flexible and available to work occasional evenings and weekends.
7. Committed to the vision and mission of Habitat for Humanity and a working style that reflects these.

Desirable

1. Relevant qualification in facilitation, training delivery and development, or volunteer management.
2. Experience in running programmes and facilitating groups of primary and post-primary school age.
3. Experience in designing and developing materials, sessions and programmes.
4. Experience of delivering training and facilitation to cross-community and vulnerable groups especially mental health challenges
5. Broad understanding and knowledge of community relations, community regeneration and global development.

Organisational Values & Safeguarding

Active support of Habitat's Values:
- Humility – We are part of something bigger than ourselves.
- Courage – We do what's right, even when it is difficult or unpopular.
- Accountability – We take personal responsibility for Habitat's mission.

Safeguarding:
Habitat requires that all employees take seriously their ethical responsibilities to safeguarding our intended beneficiaries, their communities, and all those with whom we work. Managers at all levels have responsibilities to support and develop systems that create and maintain an environment that prevents harassment, sexual exploitation and abuse, safeguards the rights of beneficiaries and community members (especially children and vulnerable adults), and promotes the implementation of Habitat for Humanity's code of behaviour.