

Supporting Lesbian, Gay, Bisexual &  
Trans Young People in Ireland



## Role Description: Volunteer Coordinator

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<b>Salary:</b>	Voluntary role
<b>Hours:</b>	4 – 5 hours a week
<b>Reporting To:</b>	Executive Director
<b>Direct Reports:</b>	none, growing to 8 – 15 volunteers
<b>Term:</b>	18-month commitment
<b>Starting Date:</b>	ASAP
<b>Application Deadline:</b>	Thursday 23 <sup>rd</sup> March at 09.00am GMT
<b>Interview Date:</b>	Thursday 30 <sup>th</sup> March ( <i>morning tentative</i> )

### Overview

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BeLong To's vision is for an Ireland where lesbian, gay, bisexual and transgender (LGBT+) young people are equal, safe, and valued in the diversity of their identities and experiences. We work with LGBT+ young people as equals to achieve our vision through youth work, changing attitudes, and research.

This exciting new role will lead the development and management of a volunteer program at BeLong To to assist our busy Youth Work Team in best supporting LGBT+ young people in the Dublin region.

### Key Responsibilities and Duties

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- Develop or ensure the organisation has the appropriate policies and procedures to support volunteers (with the help of the committee).

- Promote volunteer opportunities and attract volunteers to the organisation.
- Identify a complete list of volunteers required for the organisation's general operation and for special events.
- Identify roles and responsibilities of volunteer positions.
- Recruit and recommend the appointment of volunteers to roles.
- Select and screen volunteers.
- Organise orientation of volunteers.
- Identify training opportunities.
- Create volunteer rosters and keep records of volunteers. Document relevant information.
- Make volunteers feel recognised, needed, rewarded, and supported.
- Develop volunteers to take on future roles within the organisation (succession plan).
- Maintain good communication channels between volunteers and the rest of the organisation.
- Resolve any conflict that may arise with volunteers.
- Carry out any other reasonable tasks requested by the organisation.
- Ensure that the appropriate policies and procedures are adhered to at all times to ensure the safety security, and well-being of volunteers, service users, and the organisation's staff.

## Note

This role description is not a definitive list of tasks; rather it is designed to give an overview of the position. It is envisaged that the post-holder will use their own initiative and develop the role under guidance so that the organisations aims are achieved. It should be noted that the organisation is dynamic and fast paced and it may be necessary to step beyond the areas outlined above to support others from time to time.

## We are looking for a person who

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- Communicates effectively
- Are organised
- Have good interpersonal skills
- Are enthusiastic
- Are confidential
- Are optimistic
- Are flexible
- Are trustworthy
- Are approachable
- Has experience motivating people
- Training experience

- Aware of all LGBT+ issues and terminology

## Key Relationships

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Internal	External
<ul style="list-style-type: none"> <li>• Executive Director</li> <li>• Youth Work Manager</li> <li>• Youth Workers</li> <li>• Other Volunteers</li> </ul>	<ul style="list-style-type: none"> <li>• Journalists and opinion formers at a local, national, and international level.</li> <li>• Agencies and suppliers.</li> </ul>

## Overview of Practical Arrangements

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### The Protection & Safeguarding of Children and Vulnerable Adults

BeLong To Youth Services has adopted a policy to protect and safeguard the welfare of clients. The post holder will be required to follow this policy at all times and any volunteering offer shall be contingent on Garda Vetting and Reference Checks.

### Confidentiality

Due to the nature of this work the post holder will often be party to highly confidential and very personal matters – they must therefore be committed and able to maintain the very highest standards of confidentiality at all times.

**BeLong To Youth Services is an Equal Opportunities Organisation.**

## Submitting an Application

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**Applications will only be accepted on BeLong To's '[Volunteer Application Form](#)', (CV's and Cover Letters will not be accepted) in advance of the **deadline for applications which is 09.00 AM GMT Thursday 23<sup>rd</sup> of March 2017.****

Applications should be submitted by email to [jobs@belongto.org](mailto:jobs@belongto.org), by post to BeLonG To Youth Services, Parliament House, 13 Parliament Street, Dublin 2, D02 P658, Ireland or by fax to +353 (0)1 670 6219.

We will inform candidates who have been successfully short listed by close of business on Monday 27<sup>th</sup> of March. We regret that it is not possible to provide individualised feedback to applicants who have not been shortlisted for interview and we kindly request that you do not call or email seeking feedback. Feedback is available for candidates called to interview.

Interview dates will be discussed with shortlisted candidates but will take place at BeLonG To's offices at 13 Parliament Street, Dublin 2. If you are unable to attend for interview on any dates, please state so clearly on page 2 of the application form.