



## Volunteer Engagement Project Officer

**Job Title:** Volunteer Engagement Project Officer (VEPO)

**Reports to:** Programme Manager

**Location:** 12 Parliament Street, Dublin 2

Comhlámh is the Irish Association of Development Workers and Volunteers. Our mission is to nurture, guide and mobilise development workers and volunteers to work for social justice locally and globally. Comhlámh is committed to being the leading independent voice and source of information on volunteering for development in Ireland, and the coordinator and advocate for good practice in this area through all the stages of the volunteering life-cycle from pre-decision to post return. We work to promote and support volunteers and development workers to critically engage in volunteering and action for development, and to create societal and attitudinal change on development issues.

We are seeking to recruit a Volunteer Engagement Project Officer (VEPO), who will play a key role in supporting all strategic areas of Comhlámh's work with volunteers, returned international volunteers and Comhlámh members. The ideal candidate will have a background in international or community development, excellent facilitation, analytical and communication skills, and excellent project management skills. This will be coupled with experience of working to develop and facilitate development education training curriculums, including in online formats. S/he will ideally have worked or volunteered in the Global South, have experience of using consultative and participative approaches to build consensus among a range of stakeholders, and a strong interest in supporting the engagement of volunteers and returned volunteers in social justice and international development issues. The VEPO plays a role in enabling and motivating Comhlámh members to become involved in development action that draws on, and is informed by, issues and interests they identify. This post is being recruited on a 4-day week basis and will be offered at the Project Officer scale ranging from €24,000 up to €36,000 (4day basis). Appointment will be made according to suitability, experience and qualifications. The post is being offered on a permanent contract subject to funding. The role is based in our offices in Dublin, but some remote working will be available and likely required due to the Covid-19 pandemic. Flexibility is needed in relation to working hours as there is some evening and occasional weekend work.

### Application Procedure:

Please apply with a covering letter (max one page) outlining how you meet the criteria and a CV to [recruitment@comhlamh.org](mailto:recruitment@comhlamh.org).

Please enter '**Volunteer Engagement Project Officer & the location where you saw this advertisement**' in the subject line.

Closing date for receipt of applications is **Thursday 29<sup>th</sup> of April 2021 at 17:00 GMT**.

Interviews will take place on **Thursday the 6<sup>th</sup> of May 2021**.

**Description:** The Volunteer Engagement Project Officer will be based in Comhlámh's Dublin office and will report to the Line Manager.

The overall role of the VEPO is to support the engagement of volunteers, returned international volunteers and Comhlámh members in development education learning spaces and collective action on global justice issues.

The VEPO will lead in the engagement and support for returned international volunteers and development workers to help maximise the huge potential of international placements to facilitate learning and action on global issues. The VEPO will also play a role in enabling and motivating Comhlámh members to become involved in development action and to support the capacity of Comhlámh member groups.

The VEPO will support the development and delivery of development education and capacity building workshops for the above target groups and contribute to the development of Ireland's development education policy and practice through participation in relevant working groups and networks.

Specifically, the responsibilities will include the following:

**Training & Education:**

- Design, deliver and evaluate development education workshops for returned international volunteers and development workers; and for Comhlámh member groups
- Working in conjunction with Comhlámh's Training and Education Programme Officer (TEPO) and in collaboration with volunteer sending agencies, support the design and delivery of development education workshops as part of volunteer sending agencies international volunteer programmes, including post return courses
- In tandem with Comhlámh's Training and Education Programme Officer support the development delivery and evaluation of development education and global justice courses ('Be the Change' 'Skills in Development Education' and 'Solidarity in Action' courses) and provide follow up support and mentoring where relevant
- With Comhlámh's TEPO, co-deliver development education skills training for Volunteer Sending Agency representatives and development workers
- Coordinate the delivery of training and capacity building supports to Comhlámh member groups
- Contribute to the delivery of training and information sessions to other key groups, in partnership with other team members

**Support & Information:**

- Provide debriefing and other dedicated supports for returned volunteers and development workers

- Motivate and support returned volunteers and Comhlámh members to become involved in action for global justice
- Be a focal and information point for Comhlámh member groups and work to increase Comhlámh's membership base and strengthen their engagement
- Provide information and signposting to international volunteering opportunities through direct contact and outreach at college fairs, union conference and volunteering events

#### **Policy & Practice Development:**

- Convene and facilitate Comhlámh's Volunteering and Development Education Working Group according to an agreed plan which will include work to enhance the capacity of Code of Good Practice Network VSAs to engage with returned volunteers and be involved in the development of policy submissions
- Strengthen and contribute to national networks on development education and global justice issues (especially IDEA's Adult and Community Working Group and EIL's Global Citizen Award assessors' panel)
- Develop resources to guide volunteers and Comhlámh members in their work on global issues in partnership with other team members

#### **Other Duties:**

- Monitoring and evaluating programme activities
- Supporting Comhlámh's communication strategy through social media, blogging etc
- Maintaining records on database on a regular basis
- Ensuring that activities are managed within budget where responsibility has been delegated for specific activities and report on expenditure as required
- Contributing towards the effective working of the team through consultation, support and shared working
- Inputting to planning, funding applications, evaluations and reports
- Recruiting and mentoring interns and student placements as required
- Representing the organisation externally as appropriate
- Carrying out such alternative duties as may be assigned by the Line Manager following consultation, from time to time

**Comhlámh has an Equal Opportunities policy and all employees are expected to develop an understanding of and commitment to equality and social justice.**

**All staff are required to adhere to: Comhlámh's Child Safeguarding Policy and Code of Conduct with Children and Comhlámh's values**

<b>Personal Specification</b>		
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Masters' degree in Development Studies or related topic or</li> <li>• Equivalent acquired learning</li> </ul>	Essential
<b>Experience</b>	<ul style="list-style-type: none"> <li>• An understanding of global development issues and the role of volunteers in working for international development</li> <li>• Experience of working or volunteering in the Global South</li> <li>• Experience of working with volunteers and groups on global justice issues</li> <li>• Minimum 3 years' experience of developing and delivering development education workshops, including the development of learning frameworks/curriculum/training manuals;</li> <li>• Experience of developing online courses and development education resources</li> <li>• Experience of project management, including monitoring and evaluation, donor proposal preparation and report writing</li> <li>• Experience of relationship building with a wide range of stakeholders, including in an intercultural setting</li> <li>• Experience of working as part of a team to achieve joint targets</li> <li>• Experience of providing debriefing to returned volunteers</li> <li>• Use of social media</li> </ul>	Essential  Essential Essential  Essential  Desirable  Essential  Essential Desirable Desirable
<b>Knowledge, Skills and Disposition</b>	<ul style="list-style-type: none"> <li>• Excellent facilitation and training skills;</li> <li>• Knowledge of development education and ability to communicate development issues creatively;</li> <li>• Project management and delivery skills, including the ability to motivate and inspire partners</li> <li>• Strong empathy, interpersonal and communication skills;</li> <li>• Research and curriculum development skills</li> <li>• Ability to work on own initiative and as part of a team</li> <li>• Ability to work to deadlines and under pressure</li> <li>• Flexibility in relation to working hours as some evening and occasional weekend work may be required</li> <li>• Debriefing skills/willingness to undertake training in debriefing</li> <li>• Travel around Ireland and outside would be required</li> </ul>	Essential Essential  Essential  Essential Essential Essential Essential  Essential  Essential