



## **ANA LIFFEY DRUG PROJECT**

<b>JOB DESCRIPTION:</b>	April 2013  For a six month period with potential for extension and renewal
<b>POST:</b>	Volunteer Co-ordinator
<b>HOURS:</b>	35 hours a week
<b>SALARY:</b>	€35,354 (Linked to HSE salary scales)
<b>HOLIDAY:</b>	25 days exclusive of bank holidays
<b>TEAM:</b>	Finance & Administration Department
<b>RESPONSIBLE TO:</b>	Head of Finance & Administration
<b>RESPONSIBLE FOR:</b>	The development, piloting, co-ordination and review of the Poole Volunteer Programme

---

**Vision**

Our vision is for a society where all people affected by problem substance use are treated with dignity and respect and have access to quality services.

**Mission**

Our mission is to work with people affected by problem substance use and the organisations that assist them. We do this to reduce harm to individuals and society, and to provide opportunities for development of those individuals and organisations.

**Values**

<p>The Ana Liffey neither promotes nor denounces substance use but seeks to respond to problems associated with it.</p> <p><i>What this means:</i></p> <ul style="list-style-type: none"><li>• We support people to reduce harm</li><li>• We respond to peoples needs</li><li>• We recognise the potential of the people we work with</li><li>• We provide evidence based responses</li><li>• We are innovative.</li></ul>	<p>The Ana Liffey believes in rights and responsibilities.</p> <p><i>What this means:</i></p> <ul style="list-style-type: none"><li>• We believe in supporting people to know their rights</li><li>• We believe in encouraging people to take responsibility</li><li>• We treat all people who come into contact with Ana Liffey with dignity and respect.</li></ul>
<p>The Ana Liffey is pragmatic.</p> <p><i>What this means:</i></p> <ul style="list-style-type: none"><li>• We turn words into actions</li><li>• What matters is what we do</li><li>• We identify, take and manage risks</li><li>• We are solution focused</li><li>• We deliver on our commitments.</li></ul>	<p>The Ana Liffey aims to make a positive contribution to society.</p> <p><i>What this means:</i></p> <ul style="list-style-type: none"><li>• We actively engage in the promotion of a partnership approach</li><li>• We are open and accountable</li><li>• We are a quality led organisation and a leader in good professional practice</li><li>• We have a local, national and international perspective.</li></ul>

## **JOB SUMMARY**

Under the guidance of the Senior Management Team the Volunteer Co-ordinator's main focus of responsibility is the development, piloting, co-ordination and review of the Ana Liffey's Poole Volunteer Programme. This will be carried out with the support of Ana Liffey Team Leaders and other staff members.

The Poole Volunteer Programme is a new initiative of the Ana Liffey's named in honour of our former chairperson and long-time volunteer and Council of Management member David Poole.

Poole Volunteers will include placement students, onsite volunteers, offsite volunteers, unpaid interns and Jobsbridge interns.

The Poole Volunteer Programme will involve recruitment, support and development of Poole Volunteers and review of placements.

## **DUTIES AND RESPONSIBILITIES**

### **1. SERVICE DELIVERY**

- 1.1. To establish effective working relationships with the Team Leaders and Project Workers of the Ana Liffey as well as staff of relevant partner agencies such as local volunteer centres.
- 1.2. To establish effective working relationships with service users for specific projects as instructed by the Senior Management Team.
- 1.3. To host and facilitate any group meetings associated with Ana Liffey's Poole Volunteer Programme.
- 1.4 To respond to all correspondence and queries in a timely and comprehensive manner.

### **2. PROGRAMME DEVELOPMENT AND REVIEW**

- 2.1. To develop the Poole Volunteer Programme under the direction of the Senior Management Team
- 2.2. To benchmark the Poole Volunteer Programme against similar volunteer programmes and practises in Ireland and internationally, incorporating best practise for volunteer management
- 2.3 To review the effectiveness Poole Volunteer Programme periodically and present review results and recommendations to the Senior Management Team
- 2.4 To monitor compliance with Ana Liffey's Volunteering Policy and report on this to the Head of Finance and Administration

### **3. POOLE VOLUNTEER RECRUITMENT**

- 3.1. To promote the Poole Volunteer Programme externally and internally
- 3.2 To receive and respond to all Ana Liffey volunteering queries

- 3.3 To co-ordinate the recruitment process of Poole Volunteers

#### **4. VOLUNTEER SUPPORT AND MANAGEMENT**

- 4.1 Participate in the recruitment and exit interviews of the Poole Volunteers and in the supervision sessions every six to eight weeks
- 4.2 To uphold the Grievance Procedure with volunteers.
- 4.3 To support Team Leaders and Project Workers in their management of Poole Volunteers under their supervision
- 4.4 To directly supervise Poole Volunteers working within the Finance and Administration Department
- 4.5 To organise other events and initiatives for Poole Volunteers and former Poole Volunteers

#### **5. TRAINING, FACILITATION AND PRESENTATIONS**

- 5.1. To deliver training sessions to staff on the management of volunteers
- 5.2. To deliver training sessions and information sessions to Poole Volunteers and prospective Poole Volunteers
- 5.3. To facilitate sessions in which Ana Liffey personnel, Poole Volunteers and former Poole Volunteers feedback on the programme
- 5.4 To present information on the Poole Volunteer Programme to Ana Liffey stakeholders

#### **6. INFORMATION MANAGEMENT, DATA ANALYSIS AND GRADUATE RELATIONS**

- 6.1 To maintain a database of former Poole Volunteers and provide them with updates on the work of the Ana Liffey
- 6.2. To undertake data analysis to inform reports.
- 6.3. To keep records of the processes and outcomes of Ana Liffey's Poole Volunteer Programme.

#### **7. TEAM WORK**

- 7.1. To work as part of a multi-disciplinary team in a 'low threshold – harm reduction' organisation, in co-operation with other team members with the aim of ensuring that the Ana Liffey delivers the highest quality service possible.
- 7.2. To attend and actively participate in team meetings.
- 7.3. To attend and participate in review days as required.
- 7.4 . To support and facilitate the flow of knowledge and information within the organisation.

## **8. GENERAL RESPONSIBILITIES**

- 8.1. To continuously develop the role in conjunction with the Head of Finance and Administration.
- 8.2. To ensure that all services are being run in an effective and appropriate manner which meets the aims and objectives of the Ana Liffey.
- 8.3. To participate in internal/external meetings, training events, conferences and other functions as directed by the Head of Finance and Administration.
- 8.4. To participate in regular supervision and annual appraisal, and help in identifying your own job-related development and training needs.
- 8.5. To ensure that all Ana Liffey policies and procedures are being adhered to, particularly those relating to Health and Safety, Complaints, Code of Practice and Confidentiality.
- 8.6. To contribute to the effective implementation of the Ana Liffey's Equal Status Policy as it affects both the Ana Liffey and its work with all stakeholders.
- 8.7. To carry out your work in a professional manner at all times.
- 8.8. To work in accordance with the aims, values and ethos of the Ana Liffey at all times.
- 8.9. Undertake any other duties that may be required which are commensurate with the role as directed by the Head of Finance and Administration or a member of the Senior Management Team.