

# **ANA LIFFEY DRUG PROJECT**

## **PERSON SPECIFICATION:**

### **Volunteer Co-ordinator**

This person specification sets out the various criteria which are essential or desirable for the post and by which we will assess your application. When completing your application please address all the points set out below.

## **EXPERIENCE**

- A minimum of two years' experience of managing staff or volunteers in a Not-for-Profit or Community & Voluntary sector work place [Essential]
- Experience of using MS Office for data management and report writing [Essential]
- Experience of working in the area of addiction / community development / health services / social care management or other related field [Desirable]
- Experience working in the online environment and working with digital tools [Desirable]

## **QUALIFICATIONS**

- A relevant third level qualification [Essential]
- A full driving license [Essential]
- A HR/Management qualification [Desirable]

## **KNOWLEDGE**

- Demonstrates knowledge of human resources
- Demonstrates knowledge of the business challenges of managing a Not-for-Profit NGO
- Demonstrates an understanding of drug services in Ireland

- Demonstrates knowledge of Equal Status, Child Protection and Health and Safety, and the implications of both within the working environment

## **SKILLS AND ABILITIES**

- Ability to support and motivate volunteers
- Ability to guide colleagues on the challenges concerning the management and development of volunteers
- Strong communication and inter-personal skills at all levels
- Proven organisational skills with the ability to prioritise needs and objectives
- Ability to promote the Ana Liffey and its Poole Volunteering Programme across a range of media and forums internally and externally
- Ability to analyse information and to write clear concise and readable reports
- Ability to take the lead on the development and review of a pilot programme
- Ability to facilitate groups and deliver training
- Ability to establish positive professional relationships through networking and through the general course of the work
- Ability to use initiative and apply sound decision making skills
- Ability to proficiently learn how to use new tools for training, support and service delivery

## **ATTITUDE**

- Enthusiastic and committed to the work of the Ana Liffey
- Ability to engage and motivate others
- A team player committed to consultative ways of working
- Enthusiastic to support volunteering

- Flexible, “can do” approach to working
- Commitment to participate in supervision and in training and development

### **CONTRACTUAL**

- To work off site as necessary (within Ana Liffey’s guidelines)
- To work anti-social hours as required