

Brain Tumour Ireland: Volunteer Coordinator

Description:

Brain Tumour Ireland was founded in 2012 by a small group of people caring for a family member who was sadly lost to a Brain Tumour. As a national voluntary organisation our aim is to provide information, guidance and support to Brain Tumour patients and their caregivers. For more information see www.braintumourireland.com.

Brain Tumour Ireland is now looking for an enthusiastic, reliable and highly motivated individual to join our existing team of volunteers. Applicants must provide suitable character references and if successful, be willing to undertake training as required.

Role:

The purpose of this role is to develop and administer the Brain Tumour Ireland Volunteer Program.

Reports to:

Nominated person on the Committee of Brain Tumour Ireland

Hours:

Fixed Term (one year) Part time (17.5 hours per week)

Location:

Flexible (may be possible to work from home)

Duties and Responsibilities:

- Offer advice and information to current volunteers through face-to-face, telephone and email contact
- Support new volunteers, encourage and inspire them to develop their skills
- Assist in the recruitment, interviewing and orientation of new volunteers
- Maintain volunteer database
- Research and write volunteer policies and procedures
- Attend relevant committee meetings and provide regular feedback to chairperson of the committee

Requirements:

- Excellent communicator
- Ability to work as part of a team
- Good interpersonal skills
- Experience in managing or willingness to learn
- An understanding of, and commitment to the ethos of volunteering
- Good organisational skills

Desirable:

- Knowledge of or experience in working in the not for profit sector
- Knowledge of or experience in working in the health sector

To apply, please send your CV and cover letter to Naomi at email address **info@braintumourireland.com**

For informal enquiries please contact Naomi On 086 8743642

Closing date for applications is Friday, 13th March 2015