

Person Specification

Position Title: Volunteer Co-Ordinator

Based: Bantry Adult Services Centre

Reports To: Human Resources Manager

Overall Position Purpose:

To promote and co-ordinate Volunteering opportunities within CoAction. The roles involves assessing and meeting the organisations needs through the recruitment, placement and retention of Volunteers including students, and work placements

Essential Qualifications

Leaving Cert or Equivalent
 Post-Leaving Certificate Administration/Business
 Certification
 Full, Clean Irish Licence

Desirable Qualifications

A relevant 3rd Level qualification.
 I.T Certification

Essential Skills

Excellent computer/IT skills
 Excellent Interpersonal skills
 Strong Administration skills
 Strong Organisation and Time Management Skills
 Positive attitude, and able to take Initiative and work independently
 Discretion/confidentiality
 Strong attention to Detail

Desirable Skills

Essential Experience

2 years experience previous in an administrative role
 Previous experience in a role that has had exposure to a variety of customers/users

Desired Experience

Previous experience in recruiting, training, coordinating and scheduling paid or unpaid staff

Previous experience in the Disability Sector or a Community Role.