

JOB DESCRIPTION: Volunteer Officer

April 2022



Educate Together: Context

Educate Together is the representative body for Ireland's equality-based school network of 96 primary and 21 post-primary schools. A registered charity, Educate Together has a proud reputation as an inclusive educational organisation with the principles of co-education, child-centeredness, democracy and equality at its core.

As a school patron and management body Educate Together recruits, appoints, trains and supports volunteers for boards of management of Educate Together schools. Boards of management are centrally important in ensuring schools are well-managed, adhere to relevant legislation and regulations, and are run in accordance with our equality-based and democratic ethos. Over the next three years, Educate Together will recruit more than 100 new boards of management nationally.

The Volunteer Officer is a new and exciting role for the right person to enhance systems to recruit, train and support board of management members and other volunteers working within the Educate Together network.

Volunteer Officer: Role Description

Educate Together invites applications from suitable applicants for the position of Volunteer Officer. This is an exciting opportunity for someone with the necessary experience, knowledge and skills to contribute towards our work as an equality-based and democratic school patron. The Volunteer Officer will join the national office team to ensure that Educate Together fulfils its obligations as a school patron and management body efficiently and effectively, and to support volunteer board members in our network.

The Volunteer Officer will work with the Member Support team, the Head of Services, the Head of Education & Development, the CEO and the wider national office team. This new role may evolve in time in line with changing needs in the network and the national office.

Benefits of working for Educate Together

- The vacancy presents an exciting opportunity for the right person to contribute towards the mission of one of Ireland's most dynamic charities and to make a difference in the areas of school management, education and equality in Ireland.
- Our national office offers flexible working arrangements and a hybrid working environment (working in the national office / working from home) for the team.
- We operate a time off in lieu (TOIL) system, where staff can work pre-approved additional hours and receive compensatory time off in lieu.

Educate Together

Equity House,

16/17 Upper Ormond Quay, Dublin 7

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www.educatetogether.ie

Directors 2021 – 2022

T. Burke, Á. Clancy, A. Clifford, C. O'Connor,

C. Ó Cuanacháin, D. Abuchi-Ogbonda, D. Haskins,

D. Haskins, E. Lane-Spollen, J. Cummins (Chair),

M. Wallen, R. Woulfe, S. Mortell

Company No. 286202

Registered Charity No. 20033309

Key Responsibilities

- Recruitment, appointment and support of school board of management nominees and other volunteers,
- Development and coordination of training for Educate Together Boards of Management in line with Educate Together's Ethos Quality Framework.
- Enhancing the role of volunteers in the Educate Together network and ensuring volunteer board of management members have a rewarding experience on school boards.
- Developing guidelines and manuals for volunteers in relation to the establishment and management of equality-based schools.
- Enhancing and developing internal systems, policies and processes relating to recruitment, induction and ongoing support of volunteers working within the national network of Educate Together schools.
- Providing ongoing advice and support to volunteers via Educate Together's member support service, including on information related to Department of Education circulars and other statutory instruments, recruitment of school staff locally, Garda Vetting, Child Safeguarding, GDPR, etc.
- Encouraging the participation of school boards at Educate Together member events and engaging them in the democratic processes of the organisation.
- Other duties and responsibilities as required to contribute to the broader work of the national office of Educate Together, including representing Educate Together at national and regional fora.

Person Specification:

The Volunteer Officer should have good knowledge and understanding of the education system, schools and how they are managed. They must be committed to Educate Together's charter and strategic goals and have strong organisational and communication skills.

Essential Criteria

- Experience of working with volunteers
- Capacity to recruit and support volunteers
- Knowledge of the education system
- Knowledge of voluntary management boards / committees
- Excellent interpersonal and communication skills
- Flexibility, and the capacity to work autonomously and as part of a team
- Strong organisational and administrative skills
- IT skills and the capacity to work with a CRM database (Salesforce)

Desirable Criteria

- Relevant third-level qualification (e.g., education / community development / management / human resources)
- Experience of voluntary boards of management
- Experience and skills in human resources
- Knowledge and experience of the not-for-profit sector
- Experience of developing and delivering training

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- Demonstrated capacity to network and build relationships across a range of contexts and groups
- Understanding of good governance
- Knowledge of relevant legislation and Department of Education regulations in relation to school management
- Experience of organising events
- Full driving license and access to own vehicle.

A high level of integrity, accountability, confidentiality, responsibility and flexible, constructive engagement is required in the carrying out of these duties.

Terms:

This is a full-time position (35 hours per week). The salary for this position is placed on Educate Together's Officer scale; starting salary will be between €31,524 and €35,307 depending on experience and qualifications. A three-year contract is envisaged initially.

The role will involve some travel, and occasional evening or weekend work. Flexibility to work evenings and weekends is expected with time off in lieu provided.

Location:

Educate Together's national office is based in Dublin city centre, and this role will be located between this office and the successful candidate's home under our current hybrid working arrangements. Educate Together is currently trialling this hybrid working format for employees whose homes are located within the state.

Applications:

Interested candidates may apply by sending a one-page letter outlining their suitability for this role along with their CV to recruitment@educatetogether.ie by **5pm Friday, 29th April**.

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