**JOB TITLE:** Volunteer Development Officer

**REPORTING TO:** National Development Manager

**PURPOSE:**

Primarily responsible for Volunteer Development at a national level. Responsible for the development and implementation of a national Volunteer Strategy for the Association. Will deliver a range of policies and programmes to support the role of Volunteers within the Association. Liaise across the Association focusing on the role of the volunteer within the Association providing support to county boards, clubs provincial councils and international units. Will work closely as part of the overall development team to continue the success of the Associations games development strategy and programmes.

**KEY RESPONSIBILITIES**:

* **Main areas include**
  + In conjunction with the National Development Manager, develop a National Volunteer Strategy for the Association. Arising from the strategy develop annual implementation plans with clearly defined objectives and measures of success.
  + Work with Provincial Development Officers to ensure the delivery of key objectives.
  + Monitor the delivery of the strategic plan, reviewing the impact and success of the areas of focus across all regions with an emphasis on gathering information to identify areas of success and those requiring improvement for input into annual successive plans
  + Develop a range of volunteer programmes arising from the strategy and support their delivery across the regions, working closely with the Provinces and regional games development officers.
  + Provide development and support to development Officers and team members to ensure the successful implementation of programmes and policies to ensure the needs of volunteers are met.
  + Provide support for clubs, county boards, Provincial Councils and International Units, through training, provision of information and developing strong working relationships.
  + Responsible for the further development, implementation and monitoring of the healthy Club initiative.
  + Review the management of volunteer data to establish numbers and trends
  + To manage additional projects as they arise.
  + Provide input into National Development strategy and support the delivery of programmes as required.
  + To complete any other duties as may reasonably be required.

**KNOWLEDGE & EXPERIENCE**

Essential is education to degree level or equivalent 3rd Level qualification which can be proven to be relevant to the post. In addition a minimum of at least 2 years’ experience in a position responsible for the development and delivery of programmes in a sporting organisation or organisation that relies on volunteers to support its work. Must have a knowledge and understanding of the background and history of the sport. Strong relationship development and project management skills are required especially externally when dealing with the range of stakeholders across the Association many of whom are volunteers. Competent in use of IT packages and the use of social media platforms to aid in communications.

**INNOVATION**

High levels of innovation and creativity are required in the development of the Volunteer Development strategy and arising programmes and the ongoing identification of opportunities and methods to ensure the support of Volunteers is maximised and recognised and Volunteer needs are met and exceeded.

**PLANNING & ORGANISING**

Strong organisational and planning skills with the ability to co-ordinate a range of programmes with varying deadlines. Experienced in project management techniques to monitor and review plans and projects. The role provides a variety of problems to manage. Must be proactive in planning the range of projects and initiatives that must be delivered within specific deadlines, and ensure progress is monitored to ensure the required results are achieved within the agreed timeframe.

**DECISIONS AND RESPONSIBILITY**

Participates in setting objectives and developing strategies for the key areas of responsibility. Must operate on own initiative to deliver results. Decisions will be guided by agreed objectives. Where necessary will gain approval of the National Games Development Manager and the CEO. Works in conjunction with other members of the team.

**COMMUNICATIONS**

Highly developed communication and relationship building skills are required to support the delivery of the Volunteer Development Programme. Must have the ability to develop relationships and influence the delivery of objectives with a wide variety of stakeholders and the ability to develop good working relationships with a variety of contacts across the Association and its structures both nationally and internationally. Must be highly articulate with the ability to present information both oral and written to a variety of forum. Must be a strong team player and proactively work to support the delivery of objectives through others.