



## **Role Specification for Volunteer & Programmes Coordinator**

**Job Title:** Volunteer & Programmes Coordinator

**Hours of Work:** 14-21 hrs a week with occasional weekend and evening work required.

**Location:** Based in Dublin's Northwest Inner City (Smithfield) with potential for hybrid working.

**Salary:** 8-point scale starting at €34,562 Fulltime Equivalent Rate (FTE). Point dependant on qualifications and experience.

The successful applicant will work within the spirit and values of Release, the vision of which is driven by the belief that restoration is possible for every person. We envision an Ireland where people with offences are treated with dignity and supported to live transformed lives and make positive contributions to their communities.

We invite applications from interested individuals who are committed to seeing people with offending and addiction backgrounds being reintegrated into society and equipped and empowered to live their lives to the full.

### **Background to the Role**

Release is seeking to recruit an experienced and dynamic Coordinator for Prison Programmes Management and Volunteer Recruitment to its leadership team. Due to strong interest in our In-Prison Sycamore Tree Restorative Justice Programme (STP), Release is looking to fill this part-time role for 2-3 days per week (40% - 60% FTE) on a fixed term contract basis for 12-24 months. Working with the CEO and STP leaders, this role involves coordinating the delivery of Restorative Justice education within the Irish Prison system. Sycamore Tree is taught in prisons to groups of up to 20 learners, over a 6-week period. Learners on the programme explore the effects of crime on victims, offenders, and the wider community, and discuss what it would mean to take responsibility for their personal actions.

The successful candidate will report directly to the CEO and work closely with the Volunteer Teams and Prison Partners.

### **Commitment**

We're looking for a committed and proven team player who can help build our Restorative Justice Education Programme, centred on the Sycamore Tree Project®.

The person we're looking for must be:

- Passionate about serving people who are seeking to be accepted back into their communities following time in prison and rehabilitation institutes;
- Passionate about the work of RELEASE and committed to its vision and values.
- Able to think strategically, and to formulate and implement strategic initiatives in the areas of HR and funding, while equally comfortable in resolving operational issues.
- Skilled in administration with attention to detail and a thorough knowledge of MS office suite and be Digitally competent
- Skilled in verbal and written communication with strong interpersonal abilities.
- Able to work on own initiative, be self-motivated and flexible, able to meet deadlines in a busy role.
- An able communicator, comfortable speaking up and coaching small groups.

**Experience in the following is desirable for this Role:**

- Training or Experience in Restorative Practice
- A passion for Restorative Justice
- Experience of managing and coordinating volunteers
- Previous experience in a training, teaching or an educational learning context
- Familiarity with the Irish Prison System

**Candidates for this role should be:**

- Of proven good character and able to provide at least three written references
- Comfortable with numbers, budgeting and spreadsheets
- A good communicator both online and in person
- Ideally, candidates would already have experience in a teaching or training role

**Candidates should have some or all of the following skills:**

- Laptop/PC and software skills preferable with MS Office
- Social media and digital marketing formats and content creation
- Website platforms, updating landing pages and interactive calendars
- Cloud-based CRM system(s) for managing volunteers, mentors and participants
- Cloud-based contact systems

**What this role includes:**

- Administering the Sycamore Tree Programme
- Liaising with partners including The Prison Service. The Probation Service and Education Training Boards
- Recruiting Volunteers
- Delivering induction courses (online and in person) for new volunteers
- Presenting and speaking about RELEASE at various events including community groups. local churches and conferences
- Hours of work up to 37.5 per week. Time off in lieu may also apply.

**General RELEASE Responsibilities:**

- Be familiar with and abide by the organisation's policies and procedures, including child protection and health and safety guidelines.
- Assist with the running of any of the other project's programmes or activities as required.
- Engage in training and development opportunities and actively engage with supervision process.
- Contribute to the wider strategic development of the project by playing an active role.
- Ensure that the vision and values of the project are reflected in a consistent manner in all activities.

**Employee Benefits**

- 22 days Annual Leave (assuming a 5 day week).
- 5 Company Days in addition to annual leave (at Christmas and Easter)
- Comprehensive induction, training and supervision.
- Bike to work scheme.
- External supervision provided.

RELEASE is an equal opportunities employer and is open to flexible working practices including job sharing. Possessing a criminal record does not exclude you from applying for this role.

**Applications:**

Please email a CV and detailed cover letter to Philip Larragy, CEO at [PhilipL@Release.ie](mailto:PhilipL@Release.ie) or by post to SPADE Enterprise Centre, North King Street, D07CX22