

Volunteer Engagement & Events Officer

Location: Dundalk & Drogheda / County Louth (travel required)

Reports to: Volunteer Engagement & Operations Lead and Centre Manager

Contract: Full-time / Permanent

Works alongside: Organisation Support Officer and New Communities Support Officer

Requirements: Full clean driving licence and use of own car for work (essential)

ABOUT US

At Louth Volunteer Centre, we connect people to volunteering opportunities that make a real difference across County Louth. We're a registered charity, part of a national network of twenty-nine volunteer centres, and funded by the Department of Rural and Community Development.

We believe volunteering is for everyone — and everything we do reflects that. We nurture connection, celebrate impact, champion diversity, and work to make volunteering as accessible and meaningful as possible. Our team is small, collaborative, and driven by shared purpose. We trust each other, share the load, and stay focused on the people we serve.

WHY JOIN US?

You'll be joining a team that genuinely values what you bring. We invest in our people and foster a culture of continuous learning, quality, and community engagement

- Generous annual leave
- Pension scheme
- Employee Assistance Programme (EAP)
- Ongoing training and development
- A welcoming, inclusive workplace where your work has visible impact

ABOUT THE ROLE

This is a high-energy, outward-facing role at the heart of how Louth Volunteer Centre connects with the public, promotes volunteering, and delivers events that bring communities together.

You'll lead our volunteer outreach and communications, plan and deliver key events end-to-end, and coordinate the Community Volunteers Programme — a responsive, on-the-ground programme that deploys volunteers for community events and emergency response situations across County Louth.

Because of the nature of volunteering and the Community Volunteers Programme, this role will require flexibility to work outside of normal office hours, including evenings and weekends when needed. A full clean driving licence and use of your own car for work is essential — you'll be expected to travel across the county at short notice as part of this role.

You'll work closely with our Organisation Support Officer and Communities Support Officer — each with their own distinct focus — as part of a coordinated team effort.

This role suits someone who follows through, keeps people informed, and takes real ownership of their work.

KEY RESPONSIBILITIES

1. Volunteer Outreach & Recruitment

- Lead proactive outreach to recruit new volunteers across County Louth.
- Deliver presentations and engagement sessions in schools, community groups, and at local events.
- Support individuals to register and navigate opportunities on iVOL.

2. Community Volunteers Programme

- Coordinate and administer the Community Volunteers Programme across County Louth.
- Manage a pool of trained community volunteers, maintaining relationships and keeping them engaged and informed.
- Deploy volunteers for community events, local initiatives, and emergency or urgent response situations.
- Act as the primary point of contact between community volunteers and local agencies.
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Registered Office:

Bolton Street, Drogheda, Co. Louth

CHY 17034

CRO 404719

Charities Registration 20062644

- Respond promptly when urgent deployment is required — this may include out-of-hours contact and attendance.
- Maintain accurate records of volunteer availability, deployment, and programme activity.

3. Events & Programme Delivery

- Plan and deliver key Louth Volunteer Centre events, including Volunteer Fairs, the County Louth Schools Volunteering Conference, and community recruitment events.
- Coordinate logistics end-to-end: planning, promotion, delivery, and evaluation.
- Manage event budgets, supplier relationships, and venue bookings.
- Ensure strong attendance and engagement targets are met and reported.

4. Communications & PR

- Lead delivery of our communications output: social media, volunteer stories, case studies, and newsletter contributions.
- Develop promotional campaigns to recruit volunteers and highlight impact.
- Support development of video and visual content showcasing volunteering across the county.
- Build relationships with local media to promote volunteering initiatives.

5. Campaigns & Framework Delivery

- Deliver local actions under the County Louth Volunteering Framework and national volunteering initiatives.
- Coordinate and promote national campaigns at local level.

6. Volunteer Engagement & Support

- Provide initial guidance and support to prospective volunteers
- Contribute to volunteer recognition and retention initiatives.
- Maintain accurate, up-to-date records of all outreach activities, event delivery, and communications output.
- Provide regular progress updates to line managers and flag issues early.

WHAT SUCCESS LOOKS LIKE

We're a small team — we rely on each other to deliver. In this role, you'll be expected to:

- Grow the number of new volunteers registered and placed in volunteer roles
- Deliver events that meet attendance and engagement targets
- Maintain consistent, quality communications output across all channels
- Complete outreach activities to agreed monthly targets
- Keep your line managers informed — proactively, clearly, and on time

ABOUT YOU

You're someone who gets things done and keeps others around you informed. You bring energy to your work, communicate openly, and take pride in following through on what you've committed to.

Essential:

- A genuine passion for volunteering and community life
- Proven ability to deliver events — from planning through to evaluation
- Strong communication skills, written and verbal, with confidence presenting to groups
- Highly organised, with the ability to manage multiple projects and meet deadlines
- Comfortable working independently and as part of a close-knit team
- Reliable and transparent — you keep people informed and follow through on commitments
- Comfortable working outside normal office hours when required — evenings and weekends are occasionally part of this role
- Full clean driving licence and use of own car for work — you'll be expected to travel across County Louth
- Confident with social media and digital communications tools
- Good IT skills, including standard office applications

Desirable:

- Experience in the community or voluntary sector (paid or voluntary)
- Personal experience of volunteering
- Familiarity with CRM systems such as Salesforce
- Marketing or media experience
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HOW TO APPLY

Please complete the online application at: <https://ccz0lybh.paperform.co>

Please contact recruitment@volunteerlouth.ie with any questions.

Louth Volunteer Centre is an equal opportunities employer. We welcome applications from people of all backgrounds and are committed to building a team that reflects the diversity of the communities we serve.