

Regional Development Officer, West and Central Midlands

Purpose of job:	Working under the direction of the Regional Commissioner and the Regional Team to develop and support Guiding and to provide advice and practical support to volunteers in the designated area
Location:	<p>Based from home but travel to various parts of their Region to support local IGG Units is an essential part of the job. The Region covers Galway, Longford, Roscommon, Leitrim, Westmeath and part of Offaly.</p> <p>The Regional Development Officer (RDO) also attends a minimum of three meetings/trainings per year with the other RDOs employed by the Irish Girl Guides. These are usually held at the National Office in Dublin.</p>
Working hours:	Eighteen hours per week. Working hours mainly take place in late afternoon and evening when Units have their meetings. Occasional weekend work is also required.
Reporting to:	Regional Commissioner for work-related matters and Operations Manager for HR matters.
Key Responsibilities:	<ul style="list-style-type: none"> • To provide support to existing Irish Girl Guide Units through direct and indirect contact • To help recruit and retain Leaders and members by encouraging the development of the different Branches/progressive programme within a locality • To visit and encourage new Units and arrange in-place training • To identify and help set up trainings where required • To promote Guiding in the wider community as appropriate • To help organise and be part of Regional meetings and projects as agreed • To support new adult Leaders in both existing Units and during the setting up of new Units, initially through weekly contact during meeting times • To support new Leaders through programme planning and an introduction to the Guiding programme • To liaise with other IGG Regional Development Officers and attend RDO meetings as and when arranged • To liaise with the Regional Commissioner and Regional Team to agree the priorities of the RDO's needs and workload • To liaise with the Operations Manager regarding any HR matters • To produce a written report of work done in the past month. • To be answerable to a volunteer committee • To undertake such other duties as may reasonably be required from time to time
Experience:	<ul style="list-style-type: none"> • Experience in a volunteer environment is essential • Guiding background is an advantage
Specific aptitudes/skills:	<ul style="list-style-type: none"> • Flexibility and willingness to work unsociable hours, including evenings and weekends to facilitate meetings with volunteers and young people • Strong interest in Guiding • Commitment to the aims and methods and an acceptance of the values of Guiding • Excellent interpersonal skills • Excellent oral, written and presentational communication skills • Good organisational skills • Good IT competency • Good time management skills and ability to manage a varied workload • Friendly disposition and empathy for volunteers' needs • Be efficient and be able to work as part of a team and on your own initiative • Be able to work from home • Hold a current and valid full driver's licence and have the use of a car for work purposes

Salary	€10,200.00 per annum
Terms	This will be a two-year renewable contract, dependable on grant funding, with a six-month probationary period.
To Apply	Please send letter of application together with a full CV and the names and contact details of two referees to: Operations Manager, 27 Pembroke Park, Dublin 4 or by email to operations.manager@irishgirlguides.ie
Closing Date	Closing date for receipt of applications is Wednesday 5 th June @ 5pm. Interviews will take place on Tuesday 11 th June.

As part of the recruitment process, the Irish Girl Guides process personal data relating to job applicants. We are committed to transparency on how we collect/use that data and to meeting our data protection obligations under GDPR. For more information or to view our Privacy Policy Statement please click <https://bit.ly/2VqC21F>