

Volunteer Role Description

Volunteer title: Administration Volunteer

Reporting to: Director

Location: Dublin (or remote)

Time commitment: 2-6 hours a month. Hours and days are negotiable and will be agreed on appointment.

1. Organisational Information

Innovista Ireland

Innovista exists to equip young (Christian) leaders across Ireland to bring hope to their communities.

Innovista is a charity and has been working in Ireland since 2009. We have a team of 3 staff.

Our work and team life is shaped by the following values:

Contextualisation - leading mission in a way that understands and engages effectively with the local context.

Inspiring Excellence - we want to inspire and encourage others by the way we work.

Stewardship for Impact - we strive to use all our resources in ways that bring the most hope and change to others.

Effective Teamwork - working with others who share our mission is the way to make the biggest impact.

We are motivated by our Christian ethos to serve every grouping within society without distinction.

The Admin Volunteer is expected to apply these core values to their work, develop them within the organisation and respect Innovista's Christian ethos and values.

2. Role Overview, purpose and scope

This is an unpaid voluntary role within a small team and friendly work environment. The admin volunteer(s) play a crucial role in realising the mission of Innovista and increasing the impact of training staff by providing administrative support.

We support volunteers to develop knowledge, skills and opportunities that will be useful to them in their current and future roles. Regular support and debrief sessions will be provided.

3. Specific tasks and responsibilities

Office and team administration and management

- General office duties such as checking and maintaining levels of consumables, developing and maintaining filing systems, managing team diaries.
- Booking travel
- Data collection and entry

Team life

- Participating in team meetings and team prayers

Training programme administration

- Venue booking and communication
- Managing budgets and catering for training events
- Communication with participants before and after workshops (registration forms, sending invoices, venue information, reminders, slides, required reading, sending evaluation forms and receipts, collating feedback)
- Coordinating and carrying out impact measurement interviews

4. Person specification

Knowledge

- Good working knowledge of and confidence with standard Microsoft Office packages (Word and Excel), databases, email and the internet.
- Knowledge of office administrative and information management systems (desirable).

Experience (whether paid or voluntary)

- Experience of working in an administrative or information management role.
- Experience of dealing with email enquiries and information requests.
- Experience of creating and/or maintaining paper and electronic filing systems.

Skills/attributes

- Strong administrative and organisation skills.
- Excellent written and verbal communication skills
- Accuracy and attention to detail.
- Research skills.
- Initiative, enthusiasm and a problem-solving approach to new challenges.
- Effective time management skills and ability to multi-task and prioritise competing demands, in a methodical and systematic manner.
- Ability to handle information in a confidential, sensitive manner with due care, respect and discretion.
- Commitment to and experience of team working.
- Ability to follow instructions and guidance and to work independently when appropriate.

Process

We will contact you within a week of receiving your application form and signed volunteer agreement to acknowledge your application. If we decide to take it further we will contact your referees and invite you to come and meet us in person.

Further information

Should you require further information, please contact us at hello@innovista.ie

