


## Volunteer Ireland Board of Directors Vacancy (Comms and PR)

	<p><b>Role Title:</b> Member of the Board of Directors (Communications and PR)</p> <p><b>Accountable to:</b> the Chairperson and the Board of Directors</p> <p><b>Status:</b> Unpaid voluntary role, 3-year term with opportunity for re-election for second 3-year term</p> <p><b>Committee Membership:</b> Optional</p>
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### Summary of role

Volunteer Ireland is seeking a new Member of the Board of Directors with a focus on communications and public relations, to join our Board. The role involves playing an active role in the organisation's governance and strategic direction, and taking a leading role on matters relating to communications and public relations.

### Role description

#### General responsibilities:

- Providing efficient and effective strategic leadership of Volunteer Ireland.
- Upholding and working towards the vision, mission, values and objectives of Volunteer Ireland and ensuring the organisation continues to work towards these.
- Acting in the interests of Volunteer Ireland at all time in relation to assets, property, statutory obligations and management requirements as outlined in the Board Handbook.
- Agreeing a schedule of matters specifically reserved for major decision-making by the Board (including the strategic plan, annual workplan and budget, new services, policy changes, etc.).
- Ensuring Volunteer Ireland complies with relevant legal requirements.
- Promoting prudent and effective management of organisational resources (financial and human).
- Ensuring there are strategies and policies in place that will support the objectives of Volunteering Ireland.
- Developing and monitoring effective risk management strategies for Volunteer Ireland.
- Developing and monitoring internal systems that are transparent and accountable to stakeholders.
- Formally registering conflicts of interest or loyalty with the Board.
- Not accepting gifts or gifts in kind in the capacity of Board member.
- At all times, acting with integrity and upholding the interests of the organisation.
- Championing Volunteer Ireland.
- Promoting the reputation of Volunteer Ireland and not bringing the reputation of the organisation into disrepute.

Additional duties specific to the Communications and PR role:

- Providing general expertise and advice on all matters relating to communications and public relations.
- Acting as a mentor and sounding board for Volunteer Ireland's Communications and Advocacy Officer.
- Challenging Volunteer Ireland to develop and improve our communications activities.
- Assisting in identification and securing of sponsorship for flagship events.
- Acting as Board spokesperson for Volunteer Ireland, from time to time.

**Person specification**

The successful candidate will have professional experience and a successful track record of strategic leadership and communications/PR.

Essential Experience, Skills and Personal Qualities:

- Minimum five years' professional experience in a communications or PR role, either with a non-profit organisation, as a consultant with an agency, and/or in house with a for-profit company.
- Creativity and ability to come up with fresh ideas and solutions to communications and public relations challenges.
- Strong business acumen and the ability to understand complex organisational issues and risk quickly.
- Governance skills including experience of strategic planning, organisational performance management and service development.
- Political astuteness – ability to grasp relevant issues underpinned by an understanding of developing partnerships and building relationships with other organisations.
- An enquiring mind, with the confidence to challenge constructively.
- Recognition of the importance of supporting collective decisions.
- Strong communication and listening skills.
- Strong interpersonal skills.
- Calm under pressure.
- Able to manage a wide variety of situations in a meeting and ensure that the outcomes are in the best interest of the organisation.
- Commitment to the vision and mission of Volunteer Ireland.

Desirable Experience, Skills and Personal Qualities:

- Experience as a volunteer or volunteer manager.
- Knowledge of the community and voluntary sector.
- Board level experience in the non-profit sector.
- Experience of achieving change management and transformation in an organisation.

### **Time requirement**

The time requirement of this role is estimate at about 6 working days per year. This includes five 2-hour Board meetings per year (with additional time required to read papers and prepare in advance of each meeting), plus involvement in sub-committees and advisory roles.

### **Application process**

To apply, please send your CV and a brief cover letter outlining your suitability and motivation for applying, addressed to our Chairperson Anna Lee: [chair@volunteer.ie](mailto:chair@volunteer.ie). Please state “Member of the Board of Directors (Communications and PR)” in the subject line of your email. The deadline for applications is 4<sup>th</sup> March 2018.

### **Description of Volunteer Ireland**

Volunteer Ireland (VI) is the national volunteer development agency and a support body for all local Volunteer Centres and Volunteering Information Services in Ireland. Volunteer Ireland’s vision is an Ireland where everyone who wants to volunteer can volunteer to create a better society. Volunteer Ireland has identified five strategic priorities for the duration of the current strategic plan (2018-2022). These are to advance volunteering, support the volunteering infrastructure, support volunteering and volunteers, celebrate volunteering and strengthen our competency and capacity.

Volunteer Ireland complies with the Governance Code for the Community, Voluntary and Charity Sector in Ireland, as a Type C organisation. For more information about Volunteer Ireland, including staffing and governance, please see [www.volunteer.ie](http://www.volunteer.ie).