

Internal/ External Competition

**Volunteer Coordinator
Grade V
(Permanent, Full Time)**

Purpose of the Position:

- An exciting opportunity has arisen for a Volunteer Coordinator. This is a key post with responsibility and accountability for the provision of efficient coordination of volunteers and reporting to the Patient Services and Corporate Data Manager in all matters relating to the Volunteer function and Patients Services administrative support.

Requirements:

The candidate must, on the latest date for receiving completed application forms, possess:

- A 3rd level qualification.
- Typically, 3+ years related experience in volunteer management or comparable role.
- Experience and knowledge of current trends, resources and information related to volunteerism.
- Experience managing volunteer resources.
- Excellent administration and process focused experience.
- Excellent computer skills - use of databases, and Microsoft Excel, Word, Access and Outlook.
- Excellent organisational, communication and interpersonal skills.
- Strong team working skills and ability to liaise with multidisciplinary teams, senior management and other stakeholders.
- Capacity for responsibility, accountability and individual initiative.
- Background in and knowledge of the Health Services Sector is advantageous.

The appointment is permanent, full-time and in a pensionable capacity. Remuneration is in accordance with the salary scale approved by the Department of Health.

Applicants for the above post should submit a letter of application and curriculum vitae not later than 12 noon on Monday 26th April 2021 to Mary Ellen Doyle, Human Resources Department or email maryellen.doyle@nrh.ie. A job description for the above post is available on request from Mary Ellen Doyle or from www.nrh.ie/careers. For informal enquiries, please contact Liz Maume, Patient Services and Corporate Data Manager by email Liz.Maume@nrh.ie.

The National Rehabilitation Hospital is an Equal Opportunities Employer

