



Role Description – Dublin Simon Community Volunteer Local Leader

Role Title:	Local Leader
Role Purpose:	To assist the Community & Events Fundraising team on fundraising campaigns in your Community
Reports to:	Community & Events Fundraising Manager
Location:	Regional

Purpose of Community & Events Fundraising

The purpose of The Community & Events Fundraising Team is to raise vital funds and awareness for Dublin Simon Community through a number of Community based initiatives

We are looking for dedicated volunteers to join our community and assist our work by organising local events including bag packs, collection days, church gate collection, etc.

Core Role Requirements:

- Make a valuable contribution to Dublin Simon Community this Christmas by assisting the Community & Events Fundraising across many important Christmas campaigns.
- Bring energy and enthusiasm to the role.
- Assist the Community & Events Fundraising team to recruit volunteers, and fundraisers within the Community to support Dublin Simon Community during Christmas 2017. Linking in with local schools, businesses, community groups, etc.
- Bring new and innovative ideas to the Community & Events fundraising team, with focus on increasing funds & awareness for Dublin Simon Community Services.
- Work as part of a team.
- Communicate all issues / events that arise with the Community & Events Manager.
- Familiarise yourself with relevant health and safety procedures.
- Adhere to all Dublin Simon Community health and safety policies and procedures.
- Act in accordance to all Dublin Simon dignity at work place policies.

Requirements of all Dublin Simon Volunteers

- Commitment to the purpose of Dublin Simon Community and to volunteer within the values, policies and procedures of the organisation and in the context of current legislation and regulations.
- To participate in regular supervision with your line manager.
- To actively participate in team and staff meetings and service reviews/ evaluations and to contribute to the development of policy and practice within your area of work and Dublin Simon as a whole.
- To report any area of concern to your line manager in a timely manner.
- To show reasonable flexibility in relation to hours of attendance to meet the needs of the service. Volunteering during unsocial hours may be required.
- Have a flexible approach to your placement in response to organisational change, development and review of best practice.
- Identify training needs with your line manager and participate in training opportunities appropriate to the role.
- To be vigilant of any Health, Safety and Welfare risks in the workplace and bring any concerns to the attention of your line manager or Health & Safety Representative.
- To participate in the efficient flow of information within the organisation by sharing and seeking information as appropriate.
- To undertake other duties as may be requested by the line manager from time to time.
- To undertake your volunteering in a manner that is friendly, positive and flexible

Note: This Role Description will be reviewed and updated in line with the needs of the placement.