



Part Time Volunteer School Speaker

Role Title:	School Speaker – part time volunteering role
Role Purpose:	To perform school talks to both primary & secondary schools, detailing the work of Dublin Simon Community, & to create awareness amongst students.
Reports to:	Community & Events Fundraising Manager
Location:	Dublin, or Wicklow, or Meath, or Kildare

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, including Schools Talks, Schools events, Simon 5 Mile Home Run and many other campaigns.

Core Role Requirements:

- Act as ambassadors for the Dublin Simon Community in talks and events run in Schools and Colleges across the Dublin Wicklow Area.
- Commitment to performing numerous school talks throughout the academic year.

Desirable

- Good communication skills
- Ability to work with Microsoft PowerPoint.
- History of working with children

Training

Training will be provided for all speakers, including an extensive induction. The induction will include information on Dublin Simon Community, and also a brief lesson on how to work Microsoft PowerPoint.

Each successful speaker will be accompanied by Dublin Simon Community employees for their first 3 talks, giving optimal experience to begin the talks.

Dublin Simon Community employees will liaise with schools speakers continuously throughout the role duration, providing extensive support throughout.

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.