

Voluntary Service International (VSI)

Erasmus Work Placement 2012: VSI Projects Officer, Job Description

Information on Voluntary Service International (VSI)

Voluntary Service International (VSI) is the Irish branch of Service Civil International, a worldwide movement working for peace and international understanding through international voluntary service projects. VSI's mission is to promote peace, social justice, sustainable development and intercultural understanding through volunteering in Ireland and internationally.

VSI has been involved in many different forms of voluntary work since it was founded in 1965 including local community work, short-term international volunteer projects and medium and long-term volunteering both in Ireland and in many other countries around the world. VSI is also a recognised EVS hosting and sending organisation. VSI is a registered charity in Ireland.

Our current programmes are International Volunteer Projects Programme, Long-term Volunteering, the Youth Programme and the Dublin Local Group. We try to make our volunteering opportunities open to as many people as possible including people with disabilities, people over the age of 50 and young people with fewer opportunities.

The Erasmus Work Placement intern will be working on the VSI International Volunteer Projects Programmes (IVPP) and the Long-term Volunteering Programme (LTV). The IVPP includes short-term projects from 1 week to two months in duration. These projects take place in Ireland, Europe, North America, Australasia, Africa, Asia, Latin America and the Middle East. Our Long Term Volunteering Programme enables people to volunteer from 3-12 months on a variety of voluntary work projects. VSI works with many different volunteers and we actively promote volunteering by people with disabilities and older volunteers.

www.vsi.ie

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Title of Work Placement: VSI Projects Officer

Focus of Internship: International volunteer exchange

Overall purpose of internship:

To support the implementation of the VSI International Volunteer Projects and Long-term Volunteering Programmes in cooperation with the International Volunteer Projects/ Long-term Volunteering Programmes Coordinators and Committees and the Coordinator of VSI.

The intern will be involved in publicity and volunteer recruitment, supporting volunteers during volunteer projects internationally and in Ireland, supporting short-term volunteer projects in Ireland, maintaining social media and in non-formal and informal education on peace issues and development.

During the Work Placement we expect the volunteer to acquire the following competencies:

- To gain knowledge, insight and experience of working with an international NGO and a national NGO in Ireland
- Skills in the area of 'interculturalism' and in areas that we work on including peace, equality, social inclusion and the environment
- Work/career skills including team-work, organisational and communication skills, skills in non-formal and informal education
- Personal skills (communication skills, autonomy, independence)
- Linguistic skills

Main Duties

Supporting the International Volunteer Projects Programmes Coordinator and Committees in running the International Volunteer Projects Programmes (IVPP):

- Supporting the IVPP/LTV teams in preparation, implementation and evaluation of the programmes and support of the volunteer members of the IVPP/LTV Committees
- Processing incoming and outgoing volunteer applications (with the VSI Administrator) and supporting volunteers through all stages of their involvement with VSI (application, preparation, volunteering projects, evaluation, follow-up)
- Supporting host organisations and volunteers in Ireland pre, during and post projects, this involves visiting the projects around Ireland
- Supporting the IVPP/LTV teams in peace education and raising awareness on peace issues through non-formal and informal education sessions
- Liaison with VSI's international branches and partner organisations
publicity, this includes attending events, participating in promotional and publicity activities, representing VSI at volunteer fairs etc.
- Maintaining VSI's social media relating to the IVPP/LTV
- Responding to enquiries to VSI (phone, email, social media, callers to office)

General

In cooperation with the staff team:

- Assisting with other VSI activities e.g. Annual General Meeting
- Assisting in office related duties with other staff members as appropriate, this includes answering general enquiries
- Attend staff and other meetings as appropriate

Skills and competencies required:

The ideal **VSI Projects Officer** candidate will have an interest in working in an international organisation, volunteerism, 'interculturalism' and in social inclusion.

The intern will be communicating with many different people through various methods therefore excellent oral and written communication skills and fluency in the English language are essential.

The intern must be computer literate with experience of using Microsoft Office and various web and social media applications.

The intern should also be a good team player with flexibility and self-motivation.

Training

Training will be provided where appropriate, this might include international training opportunities and seminars.

Supervision

The **VSI Projects Officer** is responsible to the IVPP/LTV Coordinator with whom the Projects Officer will meet with regularly. The intern will write regular reports as agreed with the IVPP/LTV Coordinator and the VSI Coordinator.

Practicalities

Working hours: 30 hours per week

The intern will be based in the VSI office located in Dublin city centre, office hours are from 10.00am – 6.00pm. The intern will sometimes be required to work in the evenings and at weekends, time will be taken off in lieu of these hours.

Duration:

Start: early February to finish at the end of September 2012 (some flexibility within these dates possible, we are open to negotiation).

Application

Please send CV and motivation letter to info@vsi.ie

Closing date: 6th December 2011

The successful applicants will be interviewed by skype/ telephone following this, with the aim of selecting the intern by the 16th December.