



OXFAM
Ireland

Who we are! What we do!

Oxfam is a global movement of people who won't live with the injustice of poverty. Together we save lives and rebuild communities when disaster strikes. We help people build better lives for themselves. We speak out on the big issues that keep people poor, like inequality and discrimination against women.

Role Title	Oxfam Office Superhero
Overview of Role	<p>Channel your inner Superhero!!</p> <p>In Oxfam we class our volunteers as superheroes and they come with all sort of Superpowers.</p> <p>We don't expect you to fly and certainly don't want you to be invisible.</p> <p>We are looking for computer savvy Superhero's to support the establishment of our new volunteer database and assist in the delivery of a recognition and communication programme, that ensures we celebrate our volunteers, keep everyone in the loop with what they need to know and when.</p>
Key Tasks	<ul style="list-style-type: none">• Manage new volunteer enquires via email, phone or online survey tools.• Update new volunteers to the database (CRM)• Support in event planning for the Oxfam Ireland annual Volunteer Forum• Assist with the development and delivery of the volunteer recognition programme• Maintain and update the Oxfam volunteer database• Support the development and distribution of volunteer promotional materials, posters online advertising.• Assist in communication of volunteer programme and policy updates throughout the organisation• Events: support on the planning and delivery of the annual Oxfam Ireland Volunteer Forum
Location	Oxfam Belfast, North Street, Belfast BT1 1ND
Commitment	Minimum 1 day per week (5hrs) with availability of up to 3 days per week.

Skills and experience required	<ul style="list-style-type: none"> • Proficient in computer and typing skills; • Competent in the use of online survey tools and key Microsoft packages including; word, excel, outlook. • Confident and polite telephone manner • Willingness to learn to use new database systems (CRM) • Excellent written and oral communication skills • Fluent English both written and oral
Desirable	<ul style="list-style-type: none"> • Experience in use or management of databases
Training & Induction	<ul style="list-style-type: none"> • Overview of Oxfam Ireland • Volunteer and staff team meet & greet • Induction and training provided on volunteer role commencement will include: operating processes in the volunteer office, overview of the Oxfam Ireland volunteer programme, database training (CRM) manual handling, health & safety and Oxfam policies & procedures.
Personal Development Opportunities	<ul style="list-style-type: none"> • Database management • Advertising skills • Communication skills • Understanding of a non-profit organization • Build confidence • Add valuable experience to your CV • Reference provided after successful completion of 3 months of placement
Expenses	<ul style="list-style-type: none"> • Local travel costs from your home to and from the office and any additional travel for volunteer duties can be fully reimbursed. • Lunch expenses can be claimed when you volunteer more than five hours in a day
Application	To complete our online volunteer application for this role please CLICK HERE
Managed by	Volunteer Programme Manager