

Volunteer Role Description

IFCA Branch Coordinator Role

Overview of Volunteer Role

The branch coordinator provides leadership and clear direction to the branch volunteer team, and coordinates the overall activities of the branch.

Time Commitment

Branch work can vary month to month, but branch volunteers are asked to commit at least two years and at least four hours per month to the role as well as participate in ongoing training

Tasks

In conjunction with IFCA and the branch volunteers:

- Promote IFCA's vision, and values,
- Work as part of the wider IFCA team
- Work in collaboration with IFCA's manager for membership and volunteers
- Coordinate and facilitate meetings i.e. members' meetings/activities.
- Be the primary contact person for the membership and volunteer manager
- In collaboration with the branch events and finance coordinators, oversee the development of a branch plan each year i.e. branch activities etc.
- Coordinating and delegating responsibility among branch volunteers
- In collaboration with the finance coordinator, ensure adherence to IFCA's branch finance policy and procedures for Branch Accounts
- Support IFCA's annual fundraising events locally (if planned) and work in collaboration with IFCA's membership and volunteer manager
- Ensure the branch operates and runs activities in line with IFCA's policies, procedures and IFCA's best practice guidance documents.
- Attend a minimum of four branch volunteer team meetings and two members' activities a year
- Attend ongoing training and supervision with IFCA's membership and volunteer manager
- Ensure there is a proper handover when retiring from your role.
- Comply with IFCA's volunteer policy and volunteer contract and all relevant IFCA Policies and Procedures

Essential Competencies Required

- The time to give!

- IFCA member desirable
- A genuine interest and passion for the area of foster care.
- Beliefs and values that are compatible with those of IFCA.
- A willingness to work in the best interests of IFCA and the branch and comply with IFCA's Volunteer Policy, Contract and other IFCA policies
- Maintain confidentiality
- An ability to be a good team player, be solution-focused and have good communication and listening skills.
- An ability to engage with people in a respectful and non-judgemental manner.
- The branch coordinator in particular, needs to have a willingness to learn to delegate and chair/ facilitate groups.

Training & Induction

All branch volunteers will have access to Induction and Team training. Additional role specific or 'on the job' training such as facilitation, communication, IT skills etc. will also be available.

Support & Supervision

Ongoing support and supervision will be provided by the IFCA Membership and Volunteers Manager.

How to Apply?

Please email your expression of interest to volunteer with an IFCA branch to volunteer@ifca.ie. Please detail which role you are interested in. Applicants are welcome from IFCA members in the area of the branch they are applying for.