

# Volunteer Role Description

## IFCA Branch Events Coordinator Role

### Overview of Volunteer Role

The branch events coordinator role is responsible for planning and organizing branch events in consultation with the other branch coordinators and for which funds are available. This involves:

- When an activity is identified, the branch events coordinator, organizes the event and communicates the event details to IFCA's membership and volunteer manager at [admin@ifca.ie](mailto:admin@ifca.ie).
- IFCA will develop the promotional details of the event on behalf of the branch and communicate it to all IFCA members in the branch area, and the local Tusla office, (if invitations are to be extended beyond IFCA members).
- Where required, RSVP 's for events will be sent to IFCA at [admin@ofca.ie](mailto:admin@ofca.ie). The IFCA administrator will inform the branch events coordinator of the numbers and details, as relevant, of persons who have submitted an RSVP.
- IFCA will note the event in IFCA's Events Log, for the purpose of insurance cover.
- It may be a requirement for the events coordinator to draw on the branch members for assistance with activities, e.g Santa for Christmas events

### Time Commitment

Branch work can vary month to month, but committee 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 from time to time.

### Tasks

In conjunction with other committee volunteers:

- Promote IFCA's vision, and values,
- Work proactively with the IFCA team
- Assist with all aspects of branch administration in adherence with the IFCA General Data Protection Guidelines (GDPR), Communications and Confidentiality Procedure for Branches & Hubs. This includes:
  - Branch Coordinators Volunteer team meetings: organise meeting venues and prepare agendas in consultation with the branch coordinator communicate notice to the other branch volunteers; record, maintain and circulate minutes; and follow up on actions with team members etc.
  - Branch members' activities/events: liaise with the IFCA office to ensure the office has received sufficient information and time to issue notifications to current branch members, Tusla and other relevant key stakeholders as appropriate, informed by information received from the branch secretary

- 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 committee meetings and two members' activities a year.
- Attend ongoing training and supervision as agreed by IFCA.
- Ensure there is a proper handover when retiring from your role.
- Comply with IFCA's Volunteering Policy and Contract and other relevant IFCA policies

### **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 the branch and accept the guidelines of volunteering
- Ability to maintain confidentiality at all times
- 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.

### **Training & Induction**

All branch volunteers will have access to Induction and Teamtraining 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 to IFCA volunteers 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](mailto: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.