

Volunteer Role Description

IFCA Hub Volunteer Role

Overview of IFCA Hub Volunteer Role

IFCA Hubs offer services for all those involved in foster care so that they can come together and meet for a range of activities. They are coordinated by IFCA's Manager for Membership and Volunteers.

The IFCA Hub volunteer supports IFCA's work in Hub areas providing support to the local foster care community in collaboration with and direction of IFCA's Manager for Membership and Volunteers. Together they agree activities and dates for the year, (informal support, peer support, family outings, learning events). The IFCA Hub Volunteer is the local contact person who supports the delivery of these events and provides feedback to IFCA.

Time Commitment

IFCA hub activity work can vary month to month, but hub volunteers are asked to commit at least one year and at least four hours per month to the role as well as participate in ongoing training.

Tasks

In conjunction with IFCA and the other Hub volunteers:

- Promote IFCA's vision, and values,
- Work as part of the wider IFCA team
- Be a local contact person and work in collaboration with IFCA's Manager for Membership and Volunteers
- In collaboration with the membership and volunteer manager support the development of a Hub plan each year i.e. Hub activities etc.
- Support the planning, coordination and facilitation of IFCA hub events in line with IFCA's policies, procedures and IFCA's best practice guidance documents.
- Act as an IFCA Host at IFCA hub events as may include liaising with hotel re room & refreshments etc, set up welcoming sign in table, be on-hand during the event as point of contact for IFCA and oversee the event, thank those who attended, encourage non- IFCA members to sign up for membership, wrap up and following event, give feedback to IFCA's Manager for Membership and Volunteers.
- Attend a minimum of four Hub 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 Hub 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-judgmental manner.

Training & Induction

All Hub 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 Hub to volunteer@ifca.ie. Please detail which role you are interested in. Applicants are welcome from IFCA members in the area of the Hub they are applying for.