



Habitat for Humanity Ireland

#JOB-2427920

HABITAT FOR HUMANITY IRELAND, Unit 8A,
Drogheda In, Drogheda, Co. Louth, A92 HFY7

No of positions : 1

Paid Position

40 hours per week

35835.00 Euro Annually

09/01/2026

23/01/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

URL :

https://www.habitatireland.org/jobs/restoredrogheda_void



Open your camera
app & point here
to view this ad
online



Volunteer Coordinator (ReStore Drogheda)

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

Habitat for Humanity Ireland is delighted to be recruiting a Volunteer Coordinator for Drogheda.

Salary: €35,835 pro-rata

Role: Part-time (3 days per week on a 2 week rota)

Key Responsibilities:

- Recruitment and training of ReStore volunteers including mentor support to provide a positive and supportive environment for volunteers of all ages, background and abilities.
- Deliver accredited training programmes which engage, empower and support volunteers including those considered 'hard to reach'
- Work with ReStore manager and others to discuss training needs, gaps in schedule and to define volunteer roles as required.
- Develop and manage partnerships with appropriate organisations for placement and training opportunities at Habitat ReStore.
- Attend exhibitions, events and conferences, as required, to raise awareness of Habitat programmes and promote volunteering opportunities.
- Support the development and implementation of appropriate programme policies, procedures and best practices.
- Manage relationships with internal/external service providers as appropriate.
- Ensure all administration is completed as required – consent forms, partnership agreements, legal and statutory paperwork and effective tracking of all metrics on databases.
- Work as part of a wider team to reach strategic and operational targets, ensuring that all activity complies with Habitat Ireland ethos, policies and procedures and all legislation governing the charity's activities.
- Undertake any other reasonable tasks as required by the organisation.

PERSONNEL SPECIFICATION:

1. Excellent interpersonal and communications skills, verbally and in writing.
2. Minimum of 1 years experience of working with and organising volunteers, individually and with groups including the delivery of programmes.
3. Understanding of safeguarding and experience of risk assessment in relation to working with volunteers and minors.
4. Experience of working as part of a team and the ability to work independently and use your own initiative.
5. Strong organisational and computer skills experience in using Microsoft Word, Excel, Powerpoint and Outlook.
6. Valid driving licence and access to a car to undertake duties associated with this role. Flexible and available to work occasional evenings and weekends.
7. Committed to the vision and mission of Habitat for Humanity and a working style that reflects these.

Desirable

1. Relevant qualification in facilitation, training delivery and development, or volunteer management.
2. Experience in running programmes and facilitating groups of primary and post-primary school age.
3. Experience in designing and developing materials, sessions and programmes.
4. Experience of delivering training and facilitation to cross-community and vulnerable groups especially mental health challenges.
5. Broad understanding and knowledge of community relations, community regeneration and global development.

- **Sector:** other service activities

Career Level

- Experienced [Non-Managerial]