

**Volunteer Role – Review of BeLong To Archive System****Purpose of Role**

Reporting to the Operations Manager, the Archive Volunteers will have the responsibility for;

- Carrying out an audit of existing archival systems and approaches utilized within BeLong To and making recommendations for adaptations to meet current best practice.
- Conducting a needs assessment for informational access across organizational stakeholders to inform organisational decisions on archival investment.
- The development of a 3 year project plan and roadmap for creating an accessible archive at BeLong To taking into account the need for procedural and policy changes to facilitate this.

This project will take place over a 9 month period following induction and training with the project commencing Q4 2018.

**Functional Competencies****Essential**

- A recognised third level qualification in Library, Information Management or Archival Studies or in a related field.
- At least 3 years' experience working professionally in archival or record management.
- Evidence of continuous professional development and a dedication to ongoing and lifelong learning and skill development.
- Strong IT skills including familiarity with office 365 and electronic storage systems including Sharepoint, OneDrive, CRM systems (Salesforce) etc.
- A demonstrated understanding of the General Data Protection Regulation (GDPR) as it relates to this area of work.

**Number of Roles: 2**

**Volunteer Commitment Hours:** Based on volunteers availability and time limits on project.

**Whats in it for the Volunteers?**

- Be part of an organisation that enacts social change for young LGBTI+ people
- To share and utilise your valuable expertise
- To have fun and engage in a positive and supportive volunteering experience

**Support, Supervision and Training**

Volunteers who are successful in their application will attend compulsory induction training, child protection training, and will be Gardai Vetted before entering into active service. Once volunteers are in their roles they will be supported by the volunteer coordinator and the manager of the department they are assigned to. One to one supervision will be conducted every 6 months.



## Behavioural Competencies

### Drive for Results

*Contributes to the identification of stretched objectives for delivery. Ensures processes and procedures are in place for the delivery of the service.*

- ◆ Is accountable for the delivery of key department objectives (where appropriate). Sets SMART objectives for self/team (where appropriate).
- ◆ Regularly reviews progress of plans to redirect action when necessary to achieve targets.
- ◆ Strives to raise performance levels of self/others.
- ◆ Uses initiative and looks ahead, considers external developments relevant to own department, identifying trends and emerging patterns when making recommendations to others.

**Level 4**

### Stakeholder Focus

*Consistently strives to enhance existing services and influences resultant action plans.*

- ◆ Organises processes around the internal/external stakeholders taking into account of complex and sensitive issues to meet their needs.
- ◆ Monitors related/connected service delivered by others.
- ◆ Gathers and monitors stakeholders' feedback.
- ◆ Encourages others to review what is being delivered to the stakeholders
- ◆ Manages stakeholders' expectations, being realistic about the potential outcome – Balances stakeholders' needs with organisational needs.
- ◆ Bases a new project/service on evidenced need of the stakeholder.

**Level 3**

### Effective Communication

*Tailors communications to effectively reach an audience. Has the ability to influence and negotiate within requirements of the role.*

- ◆ Effectively explains/conveys key, and at times complex information (technical, legal, regulatory or procedural) to others, adapting content and style as necessary and ensuring that this information is understood.
- ◆ Takes others' perspectives into account when negotiating or presenting ideas.
- ◆ Anticipates reactions to messages and adapts communications accordingly.
- ◆ Proactively shares information and resources across departments which support improvement.

**Level 3**

### Planning and Organising



*Contributes to the development of organisation planning.*

*Project management of operational plans.*

*Monitors progress and ensures that corrective action is taken to meet targets*

- ◆ Identifies critical tasks and deliverables and obtains or organises necessary resources and support to achieve operational objectives.
- ◆ Negotiates the prioritisation of work targets and resources, and monitors effectiveness.
- ◆ Works with team/others to develop plans for department going forward, both short term and long-term (where appropriate).
- ◆ Analysis and reviews performance as appropriate.

**Level 4**

### **Innovation and Creative Thinking**

*Implements new progressive programmes/processes.*

- ◆ Keeps up to date with developments in own field. Uses this information to promote best practice.
- ◆ Encourages and facilitates others to generate ideas.
- ◆ Consistently thinks about an approach, process or service with the view to improvement.
- ◆ Strives to continuously improve performance.

**Level 3**

### **Thinking and Acting Strategically**

*Contributes to the development of key goals. Implements agreed priorities and communicates the vision to others.*

- ◆ Contributes to developing the strategy within own department.
- ◆ Communicates the importance of the organisation's (department's/ team's) vision and mission to staff/others).
- ◆ Seeks collaboration with others to advance the organisation's/department's goals.
- ◆ Ensures that peers, colleagues and self are aware of contribution to overall strategy in the organisation.
- ◆ Identifies opportunities which will benefit own department or others or the organisation as a whole.

**Level 4**

*\*Please note that listed above are top 6 behavioural competencies applicable to this role and is not the exhaustive list of all competencies relevant to this role.*



