Are You a Lover of the Ocean, Passionate About People and Want to Bring the Two Together?

Green Ocean Foundation is looking for a self-motivated coordinator who wants to play a vital role in the recovery of our oceans. This is a volunteer opportunity in forming part of a movement of people united by optimism, determination and a deep love for the ocean – people who turn hope into action every single day.

Green Ocean Foundation is a volunteer-led Irish registered charity dedicated to restoring marine biodiversity, improving water quality and reconnecting communities with the marine environment through practical, science-led restoration initiatives.

Role: Volunteer Coordinator

- **Location:** Mostly remote, with occasional visits to Dún Laoghaire, Malahide and Greystones
- **Time commitment:** Approximately 4 hours per month
- **Works closely with:** Site Leads for Dún Laoghaire, Malahide and Greystones
- **Reports to:** Team Lead; takes part in Green Ocean's leadership meeting (roughly every 6 weeks)
- **Type:** Unpaid volunteer role

About the Role

The Volunteer Coordinator makes sure every Green Ocean site has the right volunteers in place for each session. You will manage volunteer availability for our Site Leads in Dún Laoghaire, Malahide and Greystones, look after volunteer documentation such as the volunteer handbook, and gather feedback after sessions so we keep improving.

This is a behind-the-scenes role with a big impact. It suits a highly organised person who communicates well and can bring energy and enthusiasm to a growing volunteer community.

Key Responsibilities

Volunteer Availability

- Collect session dates and volunteer numbers from each Site Lead.
- Contact volunteers, confirm availability and match them to sessions across the three sites.
- Keep an up-to-date record of volunteers, their availability and their sign-ups.
- Send reminders before sessions and fill gaps when volunteers drop out.

Documentation

- Maintain the volunteer handbook and keep it current with Site Leads.
- Make sure new volunteers receive the handbook and any required forms before their first session.
- Keep volunteer records accurate and stored in line with data protection (GDPR) requirements.

Key Responsibilities

Feedback and Engagement

- Gather feedback from volunteers and Site Leads after sessions.
- Share key themes and suggestions with Site Leads and the Green Ocean team, including at the leadership meeting held roughly every 6 weeks.
- Recognise and thank volunteers, and help keep the volunteer community engaged and enthusiastic.

Person Specification

Area	Essential	Desirable
Organisation	Highly organised, with strong attention to detail and the ability to juggle several sites at once	Experience using scheduling tools, shared spreadsheets or volunteer management software
Communication	Excellent written and verbal communication skills	Experience writing or updating handbooks, guides or newsletters
Leadership	Able to lead and inspire enthusiasm in others	Experience coordinating or recruiting volunteers
Values	Interest in the environment and community projects	Previous volunteering experience
Reliability	Dependable and responsive, able to give around 4 hours a month	Awareness of data protection (GDPR) good practice

What We Offer

- A flexible, mostly remote role that fits around work and family life.
- An induction to Green Ocean, our three sites and our volunteer processes.
- The chance to shape how volunteers experience Green Ocean across three coastal communities.
- Experience in volunteer management, coordination and communications.

How to Apply

If this interests you, why not drop Aoibheann a line at **aoibheann@greenoceanfoundation.ie** and we can have quick chat.