



Organisation: Suas

Job Title: Garda Vetting Officer (Volunteer/Internship), Part time position, based in Dublin 2.

Daily stipend available to cover related expenses.

Summary of Role

Suas is a children's literacy charity. We have a simple but powerful belief – literacy changes everything. Founded in Ireland in 2002, we work with disadvantaged children in Ireland, India, Zambia and Kenya.

Through our different interventions, children increase their reading and maths ages, improve their self-esteem and are more motivated to learn. In Ireland, our trained volunteers provide one-to-one reading and maths support to children in disadvantaged schools. Since 2012, we've helped over 4,300 children from the most disadvantaged communities in Ireland to improve their literacy skills.

Internationally, we've directly supported over 12,000 children in India, Kenya and Zambia since 2003. We've also trained over 1,100 Suas volunteers to work as teaching assistants in some of the world's most marginalised, under-resourced communities.

We are looking to recruit a capable and energetic Garda Vetting Volunteer to join a small, fun loving team dedicated to ending childhood illiteracy in Ireland. This is a part time role (5 mornings per week – with flexibility). The role would suit anyone interested in getting involved in a small NGO, volunteering their time to a local cause, and getting hands on office experience in a fast paced environment. There is scope within this role to get involved in additional project activities. A daily stipend is also available. Full training is provided.

Key Attributes

- Ability to multitask and have great attention to detail.
- Strong IT skills, in particular using Excel and Salesforce (desirable).
- Excellent communication skills, both written and verbal.
- Ability to work on own initiative, and manage own workload.

Main Duties

- Manage all Garda Vetting applications and related processes.
- Work towards weekly targets as set by Project Manager.
- Adhere to strict confidentiality.
- Data entry and managing information through Excel and Salesforce.
- Liaise with Garda Vetting Bureau as required.
- Follow up with applicants throughout Garda Vetting journey, both via email and over the phone.

If interested, please email grainnef@suas.ie for further information.