

JOB DETAILS

Title:	National Unit Management Officer
Duration:	1 Year fixed Term Contract with potential to extend
Salary:	€40,000-45,000 ¹ (35 hours weekly)
Reporting to:	Community, Youth & Unit Manager
Department:	National Services

BACKGROUND INFORMATION

The Irish Red Cross Society (IRC) is part of the world's largest independent humanitarian network, the International Red Cross and Red Crescent Movement. The IRC is committed to and bound by its Fundamental Principles of Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality. The vision of the Irish Red Cross is to be a leading humanitarian organisation, providing impartial services and support to vulnerable communities both at home and abroad. Our mission is to identify and deliver humanitarian assistance to those who are most in need.

SUMMARY OF ROLE

The National Unit Management Officer with responsibility for Unit management supports the various activities of the Irish Red Cross Unit structure and is responsible for ensuring efficient service provision for service users and volunteers, working in a team-based environment. Working closely with the National Director for Units, and reporting to the Community, Youth & Unit Manager, the role will be responsible for developing plans, in line with Irish Red Cross strategy for the development of new services, as well as the on-going administration and development of existing first aid and rescue services. National Unit Management Officer will collaborate closely with the Branch Development and Membership Team, the Finance Department and the training department as well as with the rest of the organisation.

With a fleet of 140 vehicles, the National Unit Management Officer will manage Irish Red Cross fleet of emergency vehicles and maintain records, as well as lead on insurance and supporting members with day to day queries.

In coordination with colleagues, the role will support humanitarian assistance schemes in collaboration when required.

¹ This role is assigned to the Job Family of: Co-ordinator. The Irish Red Cross has 6 Job Families: Secretary General; Senior Manager; Programme/Project Manager; Coordinator; Development & Admin; Administration.
June 2025



ROLE RESPONSIBILITIES

Planning, systems & processes

- Prepares and plans service delivery for first aid and rescue services in consultation with the National Director for Units
- Develop, in conjunction with the National Unit Management team, strategies for service delivery changes and improvements
- Develops reporting methodology to improve information flow within the Unit structure and for external communications.
- Prepares budgets and manages area against agreed budget.
- Support with the preparation of National Unit Forum, Fleet Renewal Working Group and National Unit Management meetings as well as other ad hoc meetings required to include providing all administrative support – creating agendas, managing timelines, arranging meeting logistics, preparing meeting packs and arranging follow up paperwork
- Administration support for the National Director for Units and the National Medical Officer as required
- In coordination with the Training Team, assist unit structure to achieve PHECC compliance
- Manage the provision of an end-to-end uniform supply for volunteers.

Fleet Management

- Manages organisation's fleet of emergency vehicles and maintain records
- Assist with Annual Road Safety Authority Audits
- Maintain a panel of drivers against agreed criteria

Ambolog development, roll-out and maintenance

- Support units with phase 2 of the roll out of Ambolog tracking system
- Provide ongoing IT support and train as a super user of the digital fleet management system

Insurance queries, claims, etc.

- Oversees the Irish Red Cross Insurance brief

Communications and reporting

- Raises the profile of the work on units through communication internally and externally including running regular volunteer facing online update meetings to appraise volunteers of updates and generating content for monthly internal newsletter on this area
- Generate reports and stats on the fleet for NUM / FRG and emergency response schemes

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- Manage logistics and prepare materials including agenda and minutes for the National Unit Forum (annually) and National Unit Meetings (quarterly).

General support to unit members

- Supports the National Unit Management team and wider area structure.
- Provide support to members and problem-solve on email and phone
- Manage system to log queries from members and resolutions

Humanitarian schemes

- Administer humanitarian assistance schemes in collaboration with support from the Disaster Emergency Programme Manager and the finance department and external stakeholders
- Coordinate with Disaster Emergency Programme Manager when responding to urgent call outs on humanitarian needs relating to extreme weather and other emergent events.

Other

- Work actively towards the achievement of the Irish Red Cross goals.
- Undertake training and development as required
- Abide by and uphold the Principles of the International Red Cross Red Crescent Movement.
- Undertake any other reasonable work-related duties and responsibilities assigned by the relevant line manager that are consistent with the nature of the job and level of responsibility. This will generally involve providing cross cover to the other volunteer operational areas of community support and youth with all members of the team providing back up to each other as needed to cover annual leave needs and ensure service delivery

ROLE REQUIREMENTS

Essential Criteria

- Passionate about the Red Cross and our domestic work and units in particular
- A confident communicator who works comfortable with members and staff and can communicate effectively with all levels of organisation
- 2+ Years in a position with similar responsibilities in administration
- Intermediate - Advanced Microsoft Office skills, particularly in Excel, Teams, SharePoint, Canva
- Ability to always respect confidentiality of service users and remain responsive to their specific needs, adhering to the IRC confidentiality policy
- Ability to work independently as well as part of a team
- Project management skills

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- Ability to demonstrate attention to detail and in particular plan forward timelines on the needs of this area independently.
- Flexibility to work some evenings and weekends.

Desirable Criteria

- Experience of working in the community & voluntary sector advantageous but not a prerequisite
- Experience of working with volunteers desirable
- Experience of health care administration or a relevant healthcare, management, or social care qualification advantageous
- Full clean drivers licence an advantage.

To provide the level of support to our members, this role is expected to also **work some evenings and weekends**. This is to align with the times when our units work, so that the role can be supportive in real time. The role will be expected to visit units to understand the structure and the concerns of our members and provide support.

FURTHER INFORMATION

The Irish Red Cross offers the following benefits in addition to salary

- A 5% employers' contribution to a company contributory pension scheme*
- Closure of the office on Good Friday, plus two additional 'privilege days' to be used at Easter and Christmas respectively.
- Death in Service benefit of four times salary
- Flexible working hours, including opportunities for hybrid working.
- Further education, training and learning supports

The Irish Red Cross is an equal opportunities employer. We value diversity and aspire to reflect this in our workforce. We welcome applications for people from all sections of the community, irrespective of gender, civil status, family status, sexual orientation, religion, age, disability, race or membership of the Traveller community. This role requires applicants to **have the right to work in Ireland**.

APPLICATION PROCESS

To apply for this role, please forward a copy of your CV, together with a cover letter setting out how you meet the essential and desirable criteria for this role to:

jobs@redcross.ie

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Your email should contain National Unit Management Officer in the subject line. Applications should be in .pdf or MS Word format, and with file names in the following format: **<Surname>, <First name> - CV and <Surname>, <First name> - Cover Letter**

The closing date for applications is **5pm July 3rd 2025**.

Shortlisting for interview will be on the basis of the essential and desirable criteria for this role.

It is intended to hold initial interviews for this role week beginning **July 7th 2025**.

Please note that there may be a second round of interviews.

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