

The Irish Men's Sheds Association

The Irish Men's Sheds Association (IMSA) was set up in January 2011 with the purpose of supporting the development and sustainability of Men's Sheds on the Island of Ireland. We are a company limited by guarantee and a registered charity.

IMSA is a member-based organisation formed to share information freely between Sheds and support communities and organisations wishing to establish a Shed.

IMSA Shed Support Volunteer

Duties & Responsibilities

REPORTING LINE

All Volunteers will report to CEO and/or Volunteer Coordinator.

OVERVIEW OF THE SHED SUPPORT VOLUNTEER ROLE

The IMSA as a national organisation represents the collective issues of Men's Sheds in Ireland.

Each volunteer will be asked to act on behalf of IMSA to provide support to registered sheds and new developing sheds within their designated county.

MAIN DUTIES AND RESPONSIBILITIES OF A SHED SUPPORT VOLUNTEER:

- To provide support and assistance to individuals and groups in their county who have, or wish to, set up Men's Shed.
- To promote the Ethos, Aims and Objectives of the Irish Men's Shed Association at local and county level.
- To support the development and implementation of county networks
- To organise and chair local bi-monthly network meetings
- To ensure that the contact details for each shed in your county are accurate and changes communicated to the volunteer coordinator and CEO so systems can be updated.
- To develop and manage relationships with key local agencies including ETB, Local Authority, Local partnership and Leader companies, local HSE workers.
- To provide Biweekly activity reports to the volunteer coordinator electronically
- To attend volunteer training events held by IMSA
- To communicate IMSA news through your local sheds
- To promote IMSA initiatives within the county sheds e.g. Sheds for Life, Farmers Journal, Topline, etc.,
- To assist IMSA staff in delivery of IMSA objectives
- To submit expenses in accordance to the IMSA volunteer policy
- To liaise with the Irish Men's Shed Association about promoting Men's Sheds through local and regional media
- To communicate to IMSA feedback, issues that arise from the men's sheds in your county
- Contribute to the overall work and activities of the Irish Men's Shed Association.

Location

Your role as a IMSA County Volunteer will entail you working with all registered sheds within your county or, where necessary and with your agreement, sheds outside your county as designated by IMSA

Training & Induction

Induction training will provide you with an opportunity to learn more about IMSA and familiarise you with your volunteer role.

- Induction training will include:
- History and Structure of IMSA and its principles and values
- General Health and Safety
- Introduction to IMSA policies and procedures
- Additional areas specific to IMSA

During your time volunteering with IMSA, you will be asked to participate in training relevant to your role, some of which may be mandatory. Mandatory training will relate to the specific work a volunteer agrees to carry out. Role specific training will be outlined by IMSA

Benefits

- Personal development
- Opportunity to build up portfolio experience
- Opportunity to work in and learn about the voluntary sector in Ireland
- The chance to meaningfully improve the lives of men in your community
- The chance to contribute towards the development and sustainability of IMSA

Expectations

- To respect the values and aims of IMSA
- To be committed to these values and aims, and to their role in IMSA
- To be reliable and give the volunteer coordinator/CEO sufficient notice if unable to turn up
- To attend essential training and support sessions
- To undertake to work to a high standard
- To be honest if they are experiencing problems
- To respect confidentiality of service users and IMSA
- To treat people with respect and dignity

Person Specification

- Experience of being part of and working with Sheds
- Strong understanding of the ethos and values of IMSA
- Good IT skills – ability to prepare and send in weekly reports
- Knowledge of local county and key agencies
- Professional but welcoming manner
- Commitment to the ethos of volunteering and community initiatives
- An ability to interact effectively via telephone and email with a wide variety of organisations
- Full driving license and access to transport