



Post title: Volunteers Officer

Post status: Fixed-Term Contract (Full-time, July 2026–23 December 2026)

Salary: €32,000 gross per annum (pro rata for duration term of contract)

Location: This role is primarily based at the Irish Architecture Foundation (IAF) offices, 15 Bachelor's Walk, Dublin 1. Additional on-site presence may be required at festival venues during the delivery period.

About the Irish Architecture Foundation (IAF)

The Irish Architecture Foundation (IAF) is an independent organisation, founded in 2005, to connect people with architecture. Working island-wide, we bring audiences together to experience, explore and discuss the ways architecture shapes our lives, individually and as communities, as a culture and as a nation. Through festivals, exhibitions, placemaking and learning initiatives, IAF expands knowledge and understanding, sparks new ideas and advances new thinking about the role of architecture and the built environment in our shared future.

About Open House Dublin

Presented by the Irish Architecture Foundation (IAF), Open House Dublin is Ireland's largest festival of architecture. Taking place each October, the festival celebrates architecture and the built environment through a dynamic programme of expert-led tours of private and public buildings, outdoor events, talks, family and junior activities, and more.

Function and Role Specification

The Volunteers Officer will play a central role in the recruitment, coordination, training, and support of the volunteer programme for Open House Dublin 2026, Ireland's largest festival of architecture.

Working closely with the Open House Dublin team and the wider Irish Architecture Foundation (IAF), the successful candidate will lead the delivery of a high-quality, inclusive and rewarding volunteer experience from recruitment through to training, festival delivery, recognition and evaluation.

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The role is responsible for building strong relationships with volunteers, ensuring they are well prepared, well supported and recognised for the vital contribution they make to the success of Open House Dublin.

Key Responsibilities

- Lead the recruitment, onboarding, training, scheduling and coordination of 300+ volunteers for Open House Dublin 2026.
- Manage the full volunteer journey, ensuring an inclusive, welcoming and rewarding volunteer experience from recruitment to recognition.
- Act as the primary point of contact for volunteer communications and enquiries.
- Coordinate volunteer assignments across tours, events and festival venues, working collaboratively with the IAF team, architects, building owners, sponsors and other stakeholders.
- Develop and deliver volunteer inductions, training, briefings and resource materials.
- Ensure volunteers are appropriately briefed on health and safety, safeguarding and operational procedures, supporting the implementation of relevant risk assessments.
- Recruit and coordinate employee volunteers from sponsor organisations.
- Maintain accurate volunteer records, schedules and databases in line with GDPR requirements, and provide administrative support to the festival team.
- Gather and analyse volunteer feedback to support evaluation, reporting and the continuous development of the volunteer programme.

Organisational Development

- Contribute to a strong culture of volunteering across IAF programmes by sharing learning and supporting colleagues where appropriate.
- Participate in team meetings and contribute to the planning, delivery and evaluation of IAF activities as required.
- Support cross-team collaboration and organisational learning by identifying opportunities to improve volunteer engagement and programme delivery.

Essential Criteria

- Experience coordinating volunteers, staff or participants in an arts, cultural, festival, community or events environment.
- Excellent organisational, administrative and logistical planning skills, with the ability to manage multiple priorities and meet deadlines.

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- Strong interpersonal, relationship-building and communication skills, with the confidence to engage professionally with a wide range of stakeholders.
- Ability to work collaboratively within a small team while managing your own workload with a proactive, adaptable and solutions-focused approach.
- Strong IT skills with experience using databases or CRM (customer relationship management) systems.
- A commitment to delivering a positive, inclusive and ethical volunteer experience, with the ability to work respectfully with people from diverse backgrounds and communities.
- Enthusiasm for the work, values and mission of the Irish Architecture Foundation.
- Flexibility to work evenings and weekends during festival periods.

Desirable Criteria

- Knowledge of volunteer management best practice, including health and safety requirements for public events.
- Experience using volunteer management software or CRM (customer relationship management) systems, and contributing to evaluation and reporting through feedback collection and analysis.
- Understanding of GDPR and data protection requirements in volunteer or participant management.
- An interest in architecture, design, the built environment or cultural programming.

Terms and Conditions

This is a fixed-term, full-time position ending on 23 December 2026. We are seeking candidates available to start as soon as possible and by 17 August at the latest.

The role requires flexibility, including evening and weekend work during key project and festival periods. Time off in lieu (TOIL) will be provided in accordance with IAF policy.

The Irish Architecture Foundation is committed to creating an inclusive workplace and welcomes applications from people of all backgrounds and communities.

This role is subject to Ireland's My Future Fund (automatic enrolment pension scheme). Where eligible, employees will be enrolled in accordance with the scheme's rules and applicable legislation.



How to Apply

Applications must include:

- A CV, including the names and contact details of two referees. Referees will not be contacted without prior permission.
- A one-page cover letter outlining your specific skills, knowledge and experience relevant to the role.

Completed applications should be sent by email only to opportunities@iaf.ie with 'Volunteers Officer' in the subject line.

The closing date for applications is Friday 17 July, 5pm. Interviews are provisionally scheduled to take place Thursday 23 July.

We are committed to providing an accessible recruitment process. If you have any accessibility requirements or require reasonable accommodations at any stage of the application or interview process, please let us know. We will work with you to ensure your needs are accommodated wherever possible.