



VOLUNTEER ROLE DESCRIPTION

Job Title:	Volunteer Coordinator
Location:	From home and Winterbourne Medieval Barn
Hours:	Variable, approx. 10 hours a week
Reporting to:	Events Committee
Responsible for:	Barn Volunteers

Background

The recent refurbishment project has ensured the conservation of this unique medieval structure and brought it back into everyday life through encouraging the local population to see the Barn as a much-loved focal point of the community; a place they are proud of and want to see grow and develop further.

Artisans practicing traditional rural craft skills are based in Byres on site, and adults and children have the opportunity to learn and be creative through heritage and rural craft-themed activities and workshops.

A busy annual programme of family-friendly community events, music, theatre and guided tours has been designed to appeal to all audiences. The Barn – and some of the spaces within it – is also available for venue hire, whether for a romantic wedding location or an ideal space for a local group to meet.

Purpose of the role

We're looking for someone who is positive, creative, has great communication skills, and the ability to enthuse and inspire – a real 'people person', to help us manage and grow our dedicated team of volunteers. Volunteers carry out a huge range of tasks at the barn, from chairing management committees, running guided tours, selling tickets and drinks, to mowing the lawns and general maintenance. Winterbourne Medieval Barn is very much a volunteer led organisation. The volunteer coordinator will make sure that we have the right people in the right roles so that events and activities can run smoothly.

Our ideal Volunteer Coordinator is flexible, enthusiastic and open to new ideas whilst also being sensitive to the views of existing long-term volunteers at the Barn. Highly organised and self-motivated but equally happy working as part of a small team.

It is important to us that our volunteers feel supported in their roles, so we will provide

training and support in all areas of the role. While some experience in Events, Hospitality, or voluntary organisations is beneficial, all you need is a friendly, welcoming, and helpful attitude, and we can train you on the rest!

Main Duties & Responsibilities

The Volunteer Co-ordinator will liaise closely with the Events Programme Coordinator and Events and Publicity committee to ensure that a suitably skilled and enthusiastic team of volunteers maintained, and that new volunteers are recruited as needed. The volunteer team is central to the success of the Barn.

Whilst based from home, this role will be required to travel to the Barn for certain events and meetings. Travel expenses will be paid. Some evening and weekend attendance will be beneficial to you in your role and there will be seasonal variation in the level of volunteer involvement.

Working closely with the Events Programme Coordinator, you will -

- agree the minimum number of volunteers required for each event.
- recruit people for each volunteer role via Timecounts database and email.
- run taster days for prospective volunteers, so they can see what's involved before signing up
- organise induction for new volunteers, in liaison with the Events and Publicity Committee members.
- ensure new volunteers have received and signed a volunteer contract and have received a volunteer t shirt and sweatshirt.
- ensure all new volunteers are paired with a 'buddy' for a set period of time
- promote formal training for volunteers as needed e.g. first-aid skills, presentation skills

Volunteering with the Winterbourne Medieval Barn Trust

Volunteering with us will provide you with an opportunity to:

- Spend time at a wonderful and inspiring site
- Make a long-term difference to the future of the Barn, helping to transform it into one of the focal points within the local community
- Meet new people, make new friends and learn new things
- Join a friendly and fun team, including the fantastic team of existing volunteers
- Share your enthusiasm for the Barn and its environment through talking to visitors, enhancing their visit to the site and making it memorable
- We will reimburse you for your travel and other out-of-pocket expenses (within a set framework) and provide any necessary equipment.

If you are interested in getting involved and would like to find out more, please contact Sue Fox, Chair of Events & Publicity Committee events@winterbournebarn.org.uk

