



Volunteer Coordinator – Information, Job Description and Person Specification

Information

Location: Winterbourne Medieval Barn, Winterbourne, Bristol BS36 1SE and working from home.

Contract: 12 months fixed term

Hours: An average of 8 hours per week to be worked flexibly over 3/4 days a week. Some evening and weekend attendance at events may be required and there will be seasonal variation in the level of volunteer involvement.

Salary: £4,759 per annum (£22,308 pa fte)

A 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.

The Barn and some of the spaces within it are also available to hire for a romantic wedding venue or an ideal space for a local group to meet. Artisans practicing traditional craft skills are based in the Byres. The Barn hire and Byres are managed by the Venue Manager.

A busy annual programme of family-friendly community events, music, theatre, and guided tours has been designed to appeal to all audiences and is planned by the Events and Publicity Committee and staffed entirely by our team of over 60 volunteers. The volunteer team is central to the success of the Trust community events.

The Trust is looking for a Volunteer Coordinator who is an outgoing and energetic individual, and we would like to hear from candidates who are passionate about supporting and developing volunteers. You must have excellent communication, teamwork, and organisational skills, with a commitment to energising and developing volunteers. Highly organised and self-motivated but equally happy working as part of a team.

You will liaise closely with the Community Events Co-ordinator to ensure that a suitably skilled and enthusiastic team of volunteers of the size needed to deliver the Trust community events and activities is built up and maintained.

If you feel you have the right skills and experience for this role, we would love to hear from you. When applying, please attach your CV and a covering letter outlining your reasons for applying and the skills knowledge and experience you have that make you suitable for this role. **Apply to Sue Fox, events@winterbournebarn.org.uk. Closing date: Friday 16 February 2024**



Volunteer Co-ordinator – Job Description

Location: Winterbourne Medieval Barn, Winterbourne, Bristol BS36 1SE and working from home.

Contract: 12 months fixed term

Hours: An average of 8 hours per week to be worked flexibly over 3/4 days a week.

Some evening and weekend attendance at events may be required and there will be seasonal variation in the level of volunteer involvement.

Salary: £4,759 per annum (£22,308 pa fte)

Purpose of the role:

To recruit, train, co-ordinate and maintain our team of volunteers to ensure they are suitably skilled and of sufficient numbers to deliver and support the Trust's community events and activities.

Main Duties and Responsibilities:

On a regular basis:

- Work closely with the Community Events Co-ordinator to agree the tasks and number of volunteers required for each event/activity.
- Be the first point of contact for volunteers and to co-ordinate and support them in their role.
- Promote volunteer shifts on Timecounts volunteer database and monitoring volunteer responses.
- Allocate shifts and tasks to volunteers and provide this information to the Community Events Coordinator in a timely manner.
- Create and disseminate fortnightly volunteer e-newsletters.
- Organise, promote, and host the monthly volunteer hub meetings.
- be aware of HR best practices for volunteers and ensure these are being put in place where appropriate.
- Ensure that reasonable care is always taken for the health, safety and welfare of the volunteer team and yourself, ensuring that all relevant legislation and best practice is adhered to.
- Ensure opportunities for volunteer feedback and this is regularly evaluated to help make any improvements needed.

When required:

- Identify and recruit suitable volunteers.
- Run taster days for prospective volunteers.
- Organise induction for new volunteers, in liaison with the Community Events Co-ordinator.
- Promote formal training for volunteers as needed e.g. first-aid skills, presentation skills, event management.
- Ensure new volunteers have received and signed a volunteer contract and have received a volunteer uniform.
- Ensure all new volunteers are paired with a 'buddy' at events for a set period.
- Organise, promote, and host the Spring and Autumn volunteer social gathering.
- Support the Community Events Co-ordinator to produce any reports as required by the Trustees.

Annually

- Arrange and assist in hosting a volunteer recruitment event.
- Arrange and assist in hosting an annual Health & Safety volunteer training session with the Venue Manager and Community Events Co-ordinator.
- Distribute and collate responses from the annual volunteer feedback survey.

General requirements

- To attend quarterly meetings of the Events and Publicity Committee.
- To carry out such other duties, within the scope of the role, as may be reasonably be required from time to time.



Person Specification - Volunteer Co-ordinator

	Essential	Desirable
Education & Qualifications	A good general level of education.	
Experience and Knowledge	Relevant experience and knowledge of working with, managing and motivating volunteers in the charity sector	Experience of working with local communities and promoting volunteer opportunities

	<p>Experience of recruiting, training, and supporting volunteers</p> <p>Experience of writing motivational copy/e-newsletters.</p> <p>A good working knowledge of health and safety requirements</p>	<p>Experience of working in a customer-service or people-facing environment</p>
Skills and Abilities	<p>Excellent planning, time management and decision-making skills</p> <p>Ability to work without direct supervision and use your own initiative</p> <p>Strong interpersonal, written and spoken communication skills</p> <p>Excellent team working skills, able to engage and relate to a wide variety of people</p> <p>Good IT skills including Microsoft Office (Outlook, Word, Excel, PowerPoint) and database skills</p>	<p>Training or coaching skills</p> <p>Use of SharePoint or other data sharing systems</p> <p>Use of TimeCounts Volunteer Database Management and Tracking Software</p>
Attitudes and Motivation	<p>Ability to inspire and motivate others</p> <p>Ability to cope with limited resources and think creatively</p> <p>Flexible and adaptive approach to work.</p> <p>Ability to handle information in a confidential and sensitive manner</p>	<p>Interest in heritage sites</p>
Other Factors	<p>Willingness to work occasional evenings and weekends.</p>	<p>Access to own car and full UK driving Licence.</p>