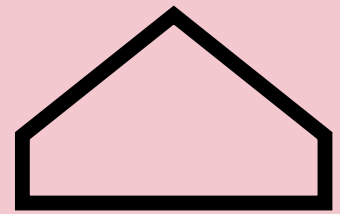


[www.the-ropewalk.co.uk](http://www.the-ropewalk.co.uk)

**RECRUITMENT PACK**

Barton Volunteer Co-ordinator



**THE ROPEWALK**



# THE ROPEWALK

The Ropewalk is a regionally acclaimed centre for the arts housing galleries, Sculpture Garden, Coffee Shop, and Ropery Hall – a venue for live music, theatre and cinema within a Grade II listed former rope factory. Other facilities include: a printmaking workshop; artists' studios and meeting rooms available for outside lets



## Our Creative Vision

**The Ropewalk is an organisation that:**

- Creates a gateway to artistic and cultural experiences that enrich lives.
- Deepens relationships between artists and audiences.
- Nurtures and celebrates artists
- Reflects the diversity of our local community and provides platforms for showcasing work from diverse artists, supporting the Creative Case.
- Provides workspace and employment opportunities within the creative sector
- Has a responsible business model that supports our creative vision
- Is the creative community hub in Barton and the wider region.

# Job Title: Barton Volunteer Co-ordinator

Hours: 30

Reporting to: The Ropewalk CEO

Start Date: 1st October 2023

Salary: £24,375 pro rata

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This role is based at The Ropewalk but will cover the whole of Barton's volunteering opportunities working in conjunction with numerous partners from organisations and venues in the town

The post is a fixed one year post funded by UK Shared Prosperity Fund and Barton Tourism Partnership. Extension may be possible if funding is available.

## Duties and Responsibilities

Working as a volunteer coordinator, you'll manage all elements of volunteering on behalf of the organisation for which you are recruiting volunteers.

The post holder will develop training opportunities and social events for volunteers.

You will work closely with the Barton Heritage Marketing Officer to recruit volunteers and advertise volunteering opportunities

You'll manage volunteers and the relationships with those they work with, including employees and service users of an organisation. You'll also monitor and evaluate volunteers.

## Responsibilities

As a volunteer coordinator, you'll need to:

- research and write volunteer policies and procedures, including risk assessments
- generate appropriate volunteering opportunities and role descriptions based on the needs of the organisation
- raise staff awareness of the role and the function of volunteers
- promote volunteering (internally and externally) through recruitment and publicity strategies and campaigns
- recruit and interview volunteers and ensure they are appropriately matched and trained for a position
- carry out pre-volunteering checks, including references and Disclosure and Barring Service (DBS) checks where appropriate
- organise rotas and provide inductions and training, as well as debrief interviews for departing volunteers
- ensure there is appropriate support and training for volunteers through regular informal contact and more structured reviews
- monitor, support, motivate and accredit volunteers and their work

- celebrate volunteering by nominating volunteers for awards and organise celebration events
- offer advice and information to volunteers and external organisations through face-to-face, telephone and email contact
- organise profile-raising events to attract new volunteers
- attend committees and meetings
- manage budgets and resources, including the reimbursement of expenses
- keep up to date with legislation and policy related to volunteering and make any necessary modifications to accommodate changes
- monitor and evaluate activities and write reports for funders and trustees
- maintain databases and undertake any other administrative duties.

## **Skills**

You'll need to have:

- excellent communication skills, including networking and presentation skills
- strong interpersonal skills, to deal with a diverse range of people
- experience of managing or coordinating projects and volunteers
- empathy with volunteers and an understanding of their needs
- the capacity to inspire and motivate others
- negotiating, influencing and problem-solving skills
- the ability to deal with information in a confidential manner and respond with sensitivity
- good organisational and time management skills, with the ability to multi-task and plan and prioritise your workload
- the ability to cope with limited resources, seize opportunities and think creatively.
- administrative and IT skills (MS Outlook, Word, Excel and PowerPoint), and an ability to maintain records and produce clear written and oral reports
- a flexible and non-judgemental approach to people and work

You'll usually need a full, clean driving licence and use of a car. This could be for visiting organisations or assisting volunteers with travel, for example.

## **General**

The post holder will be a key member of a small team and other duties and responsibilities compatible with the grade of the post can be expected:

- acting as an ambassador and advocate of events in Barton.
- attending certain events
- analysing and evaluation of the project providing data to be used in funding bids.

### **Essential skills and experience**

- Strong communication skills.
- A personal interest in community work, heritage & culture.
- Self-management experience.
- Strong English language skills, both written and verbal.
- Interpersonal skills – the ability to develop a good working relationship with volunteers and host organisations.

### **Desirable skills and experience**

- Previous experience of volunteering or working with volunteers.
- Driving Licence.
- Managing staff.
- Working with volunteers.

### **Terms and Conditions**

This post is currently £24,375 pro rata i.e. £19,500 per annum. Salaries are paid monthly in arrears. The post is pensionable as part of the NEST Scheme but you may elect to opt out.

Hours of work are 30 per week – four or five working days to be agreed. You will be expected to work mainly daytimes but flexibility to work some evenings and weekends is required. The pattern of working days is to be agreed with the lead officer.

However, once agreed, we will expect that pattern to remain in operation, unless reviewed by the management team because of changing operational requirements. Any additional hours worked will not be subject to overtime payments but may be taken as time off in lieu, subject to the demands of the service.

Holiday entitlement will be 28 days per year pro rata, including Bank and public holidays.

### **How to Apply**

If you wish to apply for this post, please respond via the job site or via e-mail.

Your application must include a current CV and covering letter and be returned to our offices by the deadline of midday on Tuesday 19 September 2023.

Interviews will be held at The Ropewalk on Friday 22 September. You should ensure you are available on 22 September as no other interview date can be arranged. If you have any questions, or would like an informal discussion about any aspect of the post, please contact Liz Bennet at The Ropewalk on 01652 660380.

### **Benefits:**

- Flexible working hours

Job Types: Full-time, Contract

Salary: £21,840 per annum



The Ropewalk, Maltkiln Road, Barton upon Humber, North Lincolnshire. DN18 5JT.  
01652 660380 [www.the-ropewalk.co.uk](http://www.the-ropewalk.co.uk)