



Volunteer Coordinator Walford Mill Crafts

Temporary 6 month post (with potential to become a permanent post)
Part Time: 16 hours a week (flexible working)
Salary per annum: £5525.28 - £7137.28 (dependent on age and experience)

Job Description

Walford Mill Crafts is a contemporary craft gallery and education centre situated in a historical water mill in the picturesque Dorset town of Wimborne.

It showcases the best of local and national talent in a rolling programme of exhibitions and in an everchanging Gallery Shop with resident Makers. Education is an important part of Walford Mill and their education programme is tailored to engage adults and children in a range of craft disciplines with specialist Tutors. Identifying volunteering roles and recruiting effective volunteers will be essential for Walford Mill to achieve its new 3 year business plan. This will be a crucial role within the small management team and on site makers to ensure effective day to day running of the shop, exhibition and education programme, administration, gardening, maintenance and events.

This is an ideal post for someone looking to work within a creative environment. The role will suit an enthusiastic and well organised individual who is comfortable managing a volunteer workforce. Managing relationships between volunteer staff and maintaining volunteer levels will be key, as will maintaining organisational policies and procedures, promoting Walford Mill and celebrating its volunteer accomplishments.

Volunteer Coordinator Job duties

1. Assess the organisational and programme needs of Walford Mill to determine number and range of volunteers needed for particular projects and day to day operations.
2. Consult with Management, Board and Makers to create descriptions for all volunteer positions.
3. To manage volunteer recruitment and hiring processes by advertising for available volunteer positions, interviewing candidates, and matching them with appropriate roles. To risk assess the volunteers in the workplace making accommodation for any special needs.
4. To keep induction materials updated for new volunteers, including volunteer handbooks, programmes, and kits.
5. To induct all volunteers and assist them to settle into their role. To source appropriate training required for volunteers to carry out their role safely.
6. Create and distribute information regarding volunteer policies and procedures to all.
7. Monitor volunteers during their appointments to retain or replace candidates.
8. Meet with volunteers to assess their progress and satisfaction, as well as to conduct performance evaluations or skills audits.
9. Cultivate a positive and supportive atmosphere by recognizing volunteer efforts and assisting volunteers with their own endeavours and development.
10. Manage communication among volunteers, in order to share news, progress, and available positions.
11. Maintain a database of volunteers and projects and track performance and targets.
12. Maintain the Volunteer page of the Walford Mill Crafts website, create a volunteering social media platform.
13. Present written updates to management, to present accomplishments at Board level as requested.
14. Promote the organisation, its volunteer efforts, and its accomplishments internally and externally.
15. To sit on the Board of quarterly Trustee meetings as the volunteer representative.
16. To manage a small budget for volunteer related resources to assist with equipment, volunteer development and daily tasks.
17. To manage work hours to suit work programme and volunteer shifts or events, which may include a mix of daytime, evening and/or weekend working. The Mill is closed on Mondays.

Required Volunteer Coordinator skills and qualifications

ESSENTIAL

1. Strong organisational skills
2. Good written and verbal communication skills
3. Demonstrate good customer care skills
4. Able to work well in a small team
5. To be able to demonstrate good administrative and people management skills
 - Email
 - Spreadsheets
 - Databases
 - Online paper filing
 - Website management
6. Able to take initiative and make decisions to problem solve
7. Ability to motivate and inspire

DESIRABLE

1. Knowledge of GDPR and safeguarding
2. First Aid qualification
3. General understanding of the business of Walford Mill
5. Previous experience of managing volunteers
6. Project management skills and managing budgets

TIMETABLE

1. Please fill out the application form and submit an up to date CV by 5 p.m. on 10th Jan 2019
2. The Recruitment Board will short list up to 5 candidates for interview by on 14th Jan 2019
3. Candidates will be contacted to arrange an interview date and time on 16th Jan 2019
4. Interviews will be held during the week of 21st Jan 2019
5. A parking pass will be sent with the confirmation of interview date
6. Send your application by email to info@walfordmillcrafts.co.uk
7. If you wish to discuss this post please contact The Chief Executive on 01202 841400
8. Website address: <http://www.walfordmillcrafts.co.uk/>

