

# Volunteer Co-ordinator

## Recruitment pack

**Accountable to:** Operations Manager

**Hours:** 15 hours per week (Thursday 9am – 4pm with remaining hours flexible)

**Salary:** £28,000 FTE (£11,351 Pro Rata)

**Term:** Temporary 12-month contract

**Location:** The Royal Lyceum Theatre & Hybrid

### About Unleashed Theatre Company:

Unleashed Theatre Company is unlike any other in Torbay. Although established as a Christian theatre company, undertaking thought-provoking productions with a moral or ethical message, the main focus is working alongside and building relationships with those most vulnerable and marginalised in our wider community through two non-faith groups. These groups work with those who are or have recently been homeless, on a 12-step recovery programme or experiencing mental health difficulties. In 2022, Unleashed became the proud owners of a property located in the heart of the town, closest to those who need our help the most.

Situated on Abbey Road, The Royal Lyceum is surrounded by some of the most deprived wards in England. There was a real possibility that this property would be lost to re-development. Having purchased this building Unleashed is working towards returning it back to its original use. As well as being a theatre, it is proposed that the building would become an essential Arts Community Hub in the very heart of the community, enabling Unleashed to develop new service opportunities and to meet the needs of the most vulnerable in Torbay and South Devon.

Having been in situ for 2 years we have put on numerous productions and hire out the facilities to a growing number of local and regional organisations. We have made strong links with local churches, theatre groups and charities and are starting a theatre course to go alongside our theatre groups and choir.

### What we are looking for

There is an established group of volunteers who are committed to the work of Unleashed, however due to the increasing activity within the charity, the team needs to grow and develop and with this in mind, a Volunteer Co-ordinator is required as soon as possible. This is an exciting opportunity to join a growing organisation as it takes on the challenge of helping those most vulnerable in the community whilst also developing an historic landmark in Torquay town centre.

### What we offer

- 25 days annual leave plus bank holidays (pro-rata for part time)
- Quality induction with any necessary training
- Opportunity to be creative in how the role will grow and develop
- Be part of a dedicated and motivated team, making a real difference to the lives of local people
- Paid mileage for business related travel (excluding usual commute to work)

## How to apply

- The details of the role can be found on the website [www.unleashedtheatrecompany.com](http://www.unleashedtheatrecompany.com)
- For an informal discussion about the role, please email Paul Martin on [admin@unleashedtheatrecompany.com](mailto:admin@unleashedtheatrecompany.com) who will arrange a convenient time for a conversation
- To apply, please send a CV with covering letter where you outline how you meet the criteria within the person specification.

## Dates

Closing Date: 11 March 2024, 9am

Interview Date: w/c 18<sup>th</sup> March 2024

Start Date: From 15 April 2024

## Job Description

### Purpose of the Role

Responsible for recruiting, supporting and co-ordinating the growing volunteer base, in addition to identifying additional volunteer opportunities. The role will also support the Operations Manager with administrative work which will help to grow the public's awareness of Unleashed Theatre Company and The Royal Lyceum.

### Key responsibilities

Under the direction of the Operations Manager, the key responsibilities of the Volunteer Co-Ordinator will include:

- Take a lead on volunteer recruitment processes including the use of social media and in-person events
- Collate and track volunteer information to ensure appropriate records are maintained
- With support from the Operations Manager:
  - help to create a rewarding and exciting environment where volunteers feel valued and skills are utilised
  - help to identify other volunteer opportunities
- Completing the quarterly rota for Community Drama and Community Choir, ensuring adequate coverage in line with the safeguarding criteria
- Completing the performance rotas as required (ushers, refreshments etc), ensuring adequate cover for each Unleashed production or external hire
- Act as duty manager on a rota basis for events at the theatre
- Build the volunteer team to enable full coverage at all events, escalating any issues to the Operations Manager where needed
- Evaluate the contribution and positive impact the volunteer team has on the activities of Unleashed
- Take a lead on making any necessary changes to roles in order to make them more inclusive and accessible, for example to disabled volunteers
- Be prepared to undertake any training relevant to the role
- 'Friends of Unleashed' membership programme:
  - Maintain the membership database
  - Regular communication to the members of the group
  - Advertising of the programme and further develop the incentives of the programme to attract new members

- Collate and track the required documentation for visiting organisations
- Keep up-to-date with the work of Unleashed and to represent the charity in a professional manner

This is not an exhaustive list of duties and additional activities may be requested commensurate with the level of pay.

### **Person Specification**

#### **Essential Criteria:**

- Current or previous experience of volunteering within a charitable organisation
- Have good communication and team working skills
- Able to work independently using their own initiative to solve problems
- A good administrator who is computer literate including use of word and excel
- Must be trustworthy and reliable
- Be enthusiastic to make a difference in the community that Unleashed serves
- Be sympathetic to the needs of the Unleashed community members
- Be committed to the work of Unleashed, upholding the culture and ethos of the Christian organisation
- Be a friendly and enthusiastic person

#### **Desirable Criteria:**

- Previous experience of being a volunteer co-ordinator
- Previous experience of leading, growing and co-ordinating a team (professional or personal circumstances)
- Experience of using a variety of social media platforms
- Experience of using 'MailChimp' and 'Canva'