**Current Opportunities**

**Position:** Volunteer Coordinator – Community Engagement Plan

**Pay:** £17,372 pro rata

**Job type:** Fixed Term Until 31/03/2018 (Maternity cover)

**Working hours:** 18 hours per week

**Working pattern:** Flexible, further discussion at interview stage

**About the role**

Culture Coventry is looking for an enthusiastic Volunteer Coordinator who is able to contribute to the delivery of the Community Engagement Activity Plan by recruiting, training and managing teams of volunteers.

You will be required to deliver and administer the volunteer programme linked with the Community Engagement Activity plan, as well as liaising with the existing Volunteer Coordinator to ensure a consistent approach to volunteer management. You will also be leading the volunteer programme for Community Engagement Activity which will include recruitment, training and managing all volunteers and volunteer records.

The successful candidate will have excellent interpersonal and communication skills and must be able to demonstrate strong administrative skills and customer focused. The role will also require someone who is able to work with flexibility and willingness to work outside standard hours when required, taking a proactive, and team player approach.

Please note this is a maternity cover position, so will be available on a fixed term basis until 31/03/2018.

**About the organisation**

Culture Coventry Trust is one of Britain’s most exciting arts and heritage organisations. Our mission is to be Coventry’s leading arts and cultural organisation, which we aim to achieve through collaboration with cultural partners and the local community, helping to ensure Coventry appreciates and celebrates its rich history and diversity, as a recognised centre of national significance. The Trust therefore plays a unique role in Coventry’s cultural development and is actively taking part in the Coventry City of Culture bid for 2021.

Within the Trust we have Coventry Transport Museum, The Herbert Art Gallery & Museum and the Old Grammar School, which are all situated in the heart of Coventry and the Lunt Roman Fort less than three miles away on the outskirts of the City. We support a regular programme of events, exhibitions and educational sessions and workshops, and attract over 700,000 visitors of all ages per year.

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| **We are looking for candidates who have:*** Strong Communication and presentation skills.
* Excellent interpersonal skills to recruit, manage and motivate
* Strong administration skills
* Ability to work occasional evening and weekends, and to travel to locations within Coventry and occasionally elsewhere in the region.
* The ability to be proactive and can work on their own initiative
* Exceptional organisation skills with the ability to prioritise a variety of responsibilities simultaneously, with attention to project deadlines.
* Strong IT skills and proficiency in Microsoft Office applications
 | **Key responsibilities will include:*** To develop, deliver and administer a volunteer program linked with the Community Engagement Activity Plan.
* To lead the volunteer program at the Coventry Transport Museum for Community Engagement Activity Plan; managing staff training, volunteers orientation, volunteer training, volunteer record keeping, supervision, evaluation and recognition.
* To manage a program of work experience placements for secondary school students who are considering careers in the heritage sector.
* To develop and implement effective strategies to recruit volunteers: promote the Transport Museum Volunteer program within community organizations and charity sector.
* To write role descriptions for volunteers, working with colleagues in other teams.
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Please note this post will be based at the Herbert Art Gallery and Museum, but you may be required work across other Culture Coventry sites from time to time.

**Closing date for applications : 25th June 2017**