



RADIATEARTS

Job Title: Part-Time Volunteer Coordinator

Location: 10 Nicholas Street, Chester, CH1 2NX

Hours: 8 hours per week (flexible working arrangements available)

Salary: £12.70 per hour

Contract: Fixed-term for 6 months, with potential for extension subject to funding.

Reporting to: Pam Bellingham, Director

About Radiate Arts

Radiate Arts is a creative organisation driven to engage communities through arts-based initiatives. With a growing interest in volunteering, we aim to develop a robust and supportive volunteer experience that aligns with best practices, particularly the Investing in Volunteers framework.

We are looking for a passionate and organised **Part-Time Volunteer Coordinator** to manage and support our valued volunteers, enabling them to thrive and contribute meaningfully to our projects and events.

Role Purpose

The Volunteer Coordinator will play a key role in recruiting, training, and supporting volunteers across Radiate Arts projects. This includes ensuring an excellent volunteer experience, maintaining effective systems, and working closely with the core team to integrate volunteers into our work.



Key Responsibilities

1. Volunteer Recruitment & Onboarding

- Develop and implement volunteer recruitment strategies, engaging diverse individuals.
- Organise onboarding processes, including application forms, interviews, references, and inductions.

2. Volunteer Training & Development

- Identify and coordinate training opportunities to develop volunteer skills.
- Deliver or facilitate orientation sessions and workshops to ensure volunteers are confident in their roles.

3. Volunteer Support & Engagement

- Provide ongoing support to volunteers, ensuring regular communication and supervision.
- Develop initiatives to recognise and celebrate volunteer contributions.
- Address any concerns or challenges faced by volunteers professionally and sensitively.

4. Management of Volunteer Systems

- Maintain an up-to-date volunteer database and records in line with GDPR.
- Track volunteer hours, monitor participation, and generate reports for internal and external stakeholders.

5. Policy & Best Practice

- Ensure all volunteer activities comply with Radiate Arts policies, including safeguarding, equality & diversity, and health & safety.
- Implement the Investing in Volunteers framework to enhance volunteer management processes.

6. Collaboration & Partnerships

- Work with team members, community partners, and stakeholders to identify volunteer opportunities.
- Represent Radiate Arts at events and networking opportunities to promote volunteer roles.

7. General Duties

- Contribute to a positive and inclusive team culture.
- Undertake other reasonable duties as required to support Radiate Arts' mission.



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Person Specification

Essential:

- Experience in recruiting, supporting, or coordinating volunteers in a paid or voluntary capacity.
- Strong interpersonal and communication skills, with the ability to engage and motivate people.
- Excellent organisational and administrative skills.
- Ability to work independently, manage priorities, and meet deadlines.
- Proficiency in Microsoft Office or similar tools.
- Understanding of safeguarding, equality & diversity, and GDPR practices.

Desirable:

- Knowledge of the Investing in Volunteers standards.
- Experience working in community arts or creative projects.

Benefits

- Flexible working arrangements.
- Opportunity to contribute to meaningful community-focused arts projects.
- Training and development opportunities.
- Supportive and inclusive working environment.

How to Apply

To apply, please send your CV and a covering letter outlining your experience and suitability for the role to pam@radiatearts.co.uk by 10th January 2025.

Radiate Arts is committed to equality, diversity, and inclusion, and we welcome applications from individuals of all backgrounds.