



# FREELANCE VOLUNTEER COORDINATOR WANTED

## JOB DESCRIPTION

**JOB TITLE:** Volunteer Coordinator

**LOCATION:** LS7, Leeds

**HOURS:** 16 hours per week – weekday or weekends (occasional evenings)

**RATE OF PAY:** £8.80 per hour

**TYPE OF CONTRACT:** Freelance, Fixed Term

**DURATION OF CONTRACT:** 10 weeks (with potential for extension to 2 weeks)

**RESPONSIBLE TO:** Project Manager

**EXPECTED START DATE:** 30 October 2020

Leeds West Indian Carnival is delivering a short-term project, "Covid-Readiness of Carnival Headquarters & Heritage Assets Preservation" funded by National Lottery Heritage Fund under its Heritage Emergency Fund scheme. The main aims of this project is to re-organise Carnival Headquarters; to preserve and store carnival costumes and other heritage assets safely and in an organised manner, and to ensure proper health & safety protocol for using the building and co-working spaces during and beyond the covid-19 crisis. We are looking for a volunteer coordinator to support this project. Under the supervision of the Project Manager, the volunteer coordinator will lead on recruiting volunteers to support this project.

## MAIN TASKS

- Lead on recruiting volunteers for this project.
- Lead on the induction of volunteers, volunteer agreements and code of conduct.
- Lead on all aspects of the day to day administration and supervision of the volunteers and their work.
- Organise volunteer rotas - observing workplace and covid-19 safety regulations.
- Monitor, support and motivate volunteers to achieve their work.
- Work with the project assistants to achieve the targeted work.
- Support the project manager in monitoring and reviewing the workplans for the volunteers.
- Work flexibly as may be required for the duration of the contract.
- Adhere to LWIC's Policies (including but not exclusively) Equality & Diversity, Confidentiality, Data Protection, Health & Safety, and abide by our Code of Conduct. You will positively practice the principles of these policies when working with supervisors, colleagues, volunteers and members of the community.
- Be responsible for ensuring their own safety and the safety of the volunteers in line with the covid-19 regulations and restrictions.

## SKILLS, EXPERIENCES & REQUIREMENTS

- Experience in youth work, community work, business administration or events coordination
- Experience in volunteering on community projects, organisations and events
- Excellent communication skills
- Strong interpersonal skills, to deal with a diverse range of people

- Experience of managing or coordinating projects and volunteers (paid or unpaid)
- Understanding the needs of volunteers
- The capacity to inspire and motivate others and treat people with respect
- The ability to deal with information in a confidential manner and respond with sensitivity
- Good organisational skills and the ability to manage a variety of tasks
- Administrative and IT skills, and an ability to maintain records and produce clear written and oral reports and scheduling rota
- A flexible, fair and non-judgemental approach to people and work.
- Knowledge of health and safety and safeguarding.
- Current clean DBS check

### **HOW TO APPLY**

Please submit a page CV (2 pages maximum) along with a one page cover letter to [office@leedscarnival.co.uk](mailto:office@leedscarnival.co.uk). If you have any queries, do contact us on: 0738 529 6742.

**Deadline for submission: Friday 23 October 2020**

### **BACKGROUND INFORMATION**

Leeds West Indian Carnival (LWIC) is a registered charity which was established in 1967 by members of the Caribbean community of Chapeltown and Harehills. LWIC is proud to be Europe's oldest authentic Caribbean Carnival - the first to incorporate all three of the essential elements of Caribbean Carnival i.e. a parade, music and costume masquerade. The biggest Caribbean carnival street parade outside London, LWIC annual procession regularly attracts up to 150,000 visitors. Our annual summer events programme features a children's costume show, a soca music contest, J'ouvert morning parade, the main attraction which is the annual street masquerade parade and the King & Queen costume show. We stage year-round activities such as pop-up carnivals, carnival on the road, mentoring programmes, education workshops, special performances at events across the city of Leeds and Yorkshire, showcasing carnival to diverse audiences in schools, universities, museums, statutory and cultural organisations. LWIC delivered a wide-ranging and ambitious programme to mark the milestone 50th Anniversary in 2017 through expanded partnerships with Leeds City Council, The Tetley (art gallery), Leeds Playhouse and West Yorkshire Archives with funding support from the Arts Council England and the National Lottery Heritage Fund.

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