



**Volunteer Coordinator
Greenwich+Docklands International Festival (GDIF)**

Greenwich+Docklands International Festival (GDIF) is London's leading festival of free outdoor performing arts, an annual programme of extraordinary outdoor events which will take place this year between 21 June and 6 July. Find out more about our festival at <https://festival.org/gdif/>

We are looking for an organised, enthusiastic and personable Volunteer Coordinator to lead on the recruitment and coordination of our volunteer team at this year's festival. The Volunteer Coordinator will be an important part of the festival delivery team, helping to give our audiences an experience to remember.

Our volunteers undertake a variety of roles across the festival from Front of House and Performance Participant to logistics and office administration. We also offer work experience opportunities and are looking to further develop this area of our volunteering programme this year. We are particularly keen to recruit volunteers from diverse backgrounds (culturally diverse communities, d/Deaf and disabled people, disadvantaged backgrounds) and increase the level of community participation in the Festival.

The position is offered as a fixed term, freelance contract between late March and July 2019. The successful candidate will be expected to be available during all festival dates (21 June – 6 July) including evenings and weekends.

Project delivery fee: £5,500

Contact time at our Greenwich office will be required on a regular basis.

If you are interested please email a covering letter of not more than 2 sides of A4 explaining why you'd be interested in taking up this role together with your CV to Elizabeth Bergeron, elizabeth@festival.org with "Application Volunteer Coordinator" in the subject line.

Applications must be received by 9am on Monday 18 February and interviews will take place in Greenwich on Wednesday 27 February.

Volunteer Coordinator: role/brief

- Recruit a pool of between 100 and 150 volunteers to fulfil a wide range of roles for the festival, from a diverse range of backgrounds.
- Update Better Impact, our digital volunteer management platform, with up-to-date information and use to recruit and manage volunteers.
- Maintain relationships with our existing committed team of Festival volunteers
- Develop relationships with organisations who can support the recruitment, training and management of our volunteers
- Develop an inclusive supported volunteering scheme to help lessen access barriers to volunteering
- Schedule volunteers across the Festival
- Coordinate and support the development of the GDIF work experience programme including opportunities for volunteer skills development.
- Plan and run appropriate induction and training for volunteers
- Act as the main point of contact for all volunteers during the Festival including attending events to provide direction and support to volunteers
- Assist the Marketing Manager with the collection of audience data through volunteers
- Assist the Marketing Manager with on-site fundraising at events through volunteers
- Update the volunteering budget in consultation with the Access & Community Engagement Manager
- Coordinate and account for expenses paid to volunteers
- Organise a volunteer Thank You event
- Maintain records and write an evaluation report post festival
- Any other duties relevant to the role required in delivering this year's Festival

This freelance opportunity would suit someone with the following **background/experience and skills**:

- Experience of recruiting, training, motivating and managing teams of volunteers (or similar)
- Understanding of and commitment to working with diverse communities including culturally diverse and disabled people and other people from disadvantaged backgrounds.
- Well organised with strong administration skills including creating and maintaining accurate records and schedules
- Strong interpersonal skills – able to build relationships with people quickly
- Adaptability and flexibility in working out of the office and in the outdoor
- Ability to multi-task, troubleshoot, and work to tight deadlines
- High levels of enthusiasm for the arts
- Well-developed computer skills and knowledge of using standard Microsoft software, particularly Word and Excel
- Experience of working in a festival or events environment
- Experience of developing and managing work experience programmes
- Experience of using volunteer management software such as Better Impact desirable