



Volunteer Coordinator

**Sheffield Doc/Fest
Application Pack**

Contact:

**Maria Stoneman,
Head of Operations & HR**

Address:

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The Role



Sheffield Doc/Fest seeks to contract an Volunteer Coordinator to work alongside the Head of Operations & HR on the [Doc/Crew Volunteer programme](#).

The Volunteer Coordinator is responsible for liaising with all Festival teams to ensure the right support is in place pre-, during and post- Sheffield Doc/Fest 2019.

The Volunteer Coordinator will have exceptional verbal communication skills with the ability to offer support to a number of people from a wide range of backgrounds to ensure the volunteers have a highly positive and productive experience at the Festival.

The Volunteer Coordinator will be highly organised, pro-active and a people champion representing the Doc/Crew volunteer programme to local charities and community groups as well as local and national universities.

The Volunteer Coordinator will have the ability to stay calm and offer supervision encouragement and motivation within a pressured festival environment.

This role is an unprecedented opportunity to lead a large team of Volunteers, integral in the delivery of the Festival in June.

Key Responsibilities

- Coordinate all aspects of the Doc/Crew Volunteer programme from recruitment, interviewing, scheduling to training, attendance, and rewards, ensuring that all volunteers have a positive experience attending and taking part of the Festival in June 2019;
- Assist with fundraising towards the volunteer programme including in-kind donations;
- Meet all teams to discuss volunteer needs for pre, during and post festival;
- Update all volunteer information across the Doc/Fest website, Twitter, Facebook and Instagram as necessary;
- Coordinate pre-Festival Doc/Crew meets (socials, training and inductions) in March, April and May;
- In consultation with the Head of Operations & HR, develop the Volunteer Reward Scheme;
- Plan and carry out effective volunteer recruitment campaign;
- Visit local and national universities to recruit volunteers;
- Maintain an up to date database of volunteer requirements for the Festival, the applications received and role availability in [InitLive](#) – our volunteer software;
- Interview, appoint and schedule volunteers that are successful with their application;
- Put together a volunteer schedule for all teams ahead of the Festival and continually communicate any potential issues to the Head of Operations & HR in advance;
- Ensure each volunteer registers online for a Volunteer Pass before the Festival;
- Oversee reporting processes at the Festival, ensuring that issues are dealt with and escalated where appropriate to Head of Operations & HR.
- Work closely and task manage the Volunteer Assistants;
- Liaise with catering suppliers to provide daily lunch packs for staff and volunteers during the Festival;
- Provide recommendation letters as requested for volunteers;
- Provide feedback in the form of a written report, to be presented at the Festival debrief meeting;
- Provide a report based on baseline questionnaires and the evaluation feedback forms evidencing the impact of the programme for reporting against any relevant funding/sponsorship;
- Provide a handover report on the ongoing work to be continued on your departure by the Operations team;
- Any other reasonable tasks as required.

Person Specification

Essential

- Experience of coordinating, supervising and motivating volunteers;
- Knowledge of regulations and best practice for volunteers;
- Experience in project management;
- Ability to schedule volunteers;
- Ability to prioritise tasks and delegate to volunteers;
- Ability to remain calm under pressure;
- Have a positive and motivating attitude;
- Excellent organisational skills;
- Excellent communication skills;
- Experienced in using Microsoft Office;

- DBS certified.

Desirable

- Basic first aid certificate;
- Some knowledge of HTML coding;
- Festival experience;
- Experience in recruiting volunteers of all ages and from a diverse background;
- Experience in evaluating volunteers programmes.

Contract Overview

Role:	Volunteer Coordinator
Reports to:	Head of Operations & HR
Location:	Sheffield
Fee:	£4970
Tenure:	25 February to 27 March, part time 3 days a week; 1 April until 19 June 2019 full time, including the week of the 8 and 9 June 2019
Festival dates:	6-11 June 2019

How to Apply

We are inviting prospective applicants to apply for this contract by completing the downloadable application form [here](#). **Please note that CVs will not be accepted.**

Please address applications to: Maria Stoneman, Head of Operations & HR.

Email address: <mailto:recruitment@sheffdocfest.com>

Subject heading: "Volunteer Coordinator".

Please also direct any queries to the same name/email.

We monitor the diversity of our workforce and for the purposes of reporting to our key funders we ask that you help us by completing the following [questionnaire](#) anonymously. [Click here](#) to be taken to the form.

The deadline for applications is:	12:00 GMT, 17 January 2019
Interview date:	24 January 2019
Start date:	25 February 2019

Who We Are



Sheffield Doc/Fest is a creative space for discovery, debate, collaboration and inspiration. We champion and push forward new talent, ideas and interaction for the future of the industry.

We are an open, inclusive festival, bringing together veteran creatives, new voices and our city to share, shape and question stories of the world we live in. What's your story?

The six-day festival and all-year activity consists of events across five programme areas:

FILM – New cinema, film and artist's moving image

ALTERNATE REALITIES - Interactive, augmented and virtual reality story worlds

TALKS – Masterclasses, summits and panels

MARKETPLACE & TALENT - Industry, talent, training and pitching

SOCIAL – Parties and networking

Plus ALL YEAR – Film Screenings, Alternate Realities Tours, Talks and Training

Every year, we're proud to connect thousands of creatives with industry players in a nurturing environment, resulting in the discovery of new talent, new collaborations, and new commissions for cinema, television and online.

We host a festival experience that is creatively inspiring, and the place for pioneering and innovative filmmakers, ideas, projects, debate and thinking – as well as for business, pitching and training.

The next Festival will take place [6-11 June 2019](#).

Access

Sheffield Doc/Fest is able to accommodate for all disabilities. If the successful candidate requires that we make reasonable adjustments in the office to accommodate them, we will be able to do this and also if necessary support them in making an application to the Access to Work government run scheme.

Equal Opportunities

Sheffield International Documentary Festival Limited (Sheffield Doc/Fest) operates a policy on all matters pertaining to Equal Opportunities: Sheffield Doc/Fest believes that culture, the media, and the process of changing culture are important driving forces in creating a society which is proud of its diversity and its multi-cultural heritage. Sheffield Doc/Fest will actively promote and celebrate this diversity and in all its activities take positive action to end all forms of discrimination including based on age, disability, gender reassignment, marriage and civil partnerships, pregnancy and maternity, race, religion and belief, sex and sexual orientation.



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