Volunteer Coordinator

Sheffield Doc/Fest

Contact:
Maria Stoneman
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Your Role

Sheffield Doc/Fest seeks to contract a Volunteer Coordinator to work alongside the Volunteer Manager and the Volunteer Assistant on the Doc/Crew volunteer programme. The Volunteer Coordinator is responsible for working with the Volunteer Manager to ensure volunteer support is in place pre, during and post - Sheffield Doc/Fest 2020.

The Volunteer Coordinator will be highly organised, proficient in Excel, happy to learn new systems, and have a proactive approach to their work. They will be a champion of people and will be comfortable representing the Doc/Crew Volunteer Programme with local charities and community groups, as well as local and national universities.

The Volunteer Coordinator will have the ability to stay calm under pressure and offer supervision, encouragement, and motivation within a fast-paced and busy festival environment.

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

Your Tasks

- Coordinate all aspects of the Doc/Crew Volunteer programme from recruitment, interviewing, scheduling to training, attendance, rewards, ensuring that all volunteers have a positive experience attending and taking part in 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;
- Coordinate the volunteer information, and ensure it is up to date, across the Doc/Fest website and on social media;
- Coordinate pre-Festival Doc/Crew meets (socials, interviews, training and inductions) in March, April and May;
- In consultation with the Volunteer Manager, develop the Volunteer Reward Scheme;
- With the Volunteer Manager plan and carry out effective volunteer recruitment campaign;
- Assist with presenting the Doc/Crew volunteer programme at 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;
Coordinate the volunteer schedule, liaising with all teams ahead of the Festival and continually communicate any potential issues to the Volunteer Manager in advance;

Ensure each volunteer registers online for a Volunteer Pass before the Festival;
Proactively work within reporting processes at the Festival, ensuring that issues are dealt with and escalated where appropriate to Volunteer Manager;
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 feedback in the form of a written report, to be presented at the Festival debrief meeting;
Provide a handover report on the ongoing work to be continued on your departure by the Operations team;
Any other reasonable tasks as required.

Your Skills & Experience

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.
Festival experience;
Experience in recruiting volunteers of all ages and from a diverse background;
Experience in evaluating volunteers programmes.
Overview

Role: Volunteer Coordinator
Tenure: 2nd March, 3 days, 6 April full time until 12 June 2020
Fee: 63 days // £75 a day // £4995 (including an increased day rate to reflect the longer festival days)
Contract: Worker contract. You will be responsible for your own tax and insurances. You will accrue sick and holiday pay;
Holiday: 6.5 days
Location: Sheffield
Line Manager: Head of HR & Participation

How to Apply

We are inviting prospective applicants to apply for this role by submitting either an up-to-date CV and a covering Letter, of no longer than 300 words. Or a video (length: up to 15 mins) explaining why you think that you would be a good fit for the role and why you want to apply.

Please address applications to: Maria Stoneman, Head of HR & Participation.
Email address: recruitment@sheffdocfest.com

Subject heading: Volunteer Coordinator
Please also direct any queries to the same name/email.

If you require further information (including requests for printed forms/access support), please contact us on +44 114 276 5141 or you are encouraged to take up the offer of a confidential conversation with our Maria, Head of HR & Participation before applying. Please email her on recruitment@sheffdocfest.com to arrange a good time to talk.

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: 17:00 GMT Thursday 16 January 2020
Interview date: Friday 24 January 2020
Start date: 2 March 2020, or as soon as possible to this date
Equal Opportunities

Sheffield Doc/Fest is proud to be a Disability Confident Committed employer – our jobs are like our festival, are open to all.

We believe that documentaries, and those working in the arts and in media – including ourselves - have a part to play in creating a society which is proud of its diversity and its multi-cultural heritage.

Doc/Fest’s programme-centred approach to inclusiveness puts diversity at the forefront of its activity. Through the documentaries we showcase and the talent we develop, we aim to celebrate diversity, promote equality, and challenge discrimination.

Equally, we are committed to providing a welcoming, accessible, inclusive and positive experience for all festival attendees, and for all team members and volunteers – regardless of age, disability, sex, gender, sexuality, marital/civil partnership status, pregnancy, maternity, paternity, race, religion, belief, or socio-economic background. We’re proud to be a Disability Confident committed employer, supporting disabled people in the workplace.

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