



HISTORIC
COVENTRY
TRUST

Job Description/Role Profile: Volunteer Co-ordinator

Full-time
Salary: c 23,000

Historic Coventry Trust is an entrepreneurial heritage development trust committed to bringing new life to the city’s heritage. Over the next 3 years we will complete, open and run a series of major projects (such as Coventry Charterhouse opening as a visitor attraction and Drapers’ Hall as a music and events venue).

The role of Volunteer Co-ordinator is funded by National Lottery Heritage-fund and will, in collaboration with Coventry City Council and multiple partners accross the city, create and run a compelling, inclusive and innovative volunteering programme focusing on the 70-acre Heritage Park (including the Grade I London Road Cemetery and the Grade I listed 14th-century Charterhouse, its gardens and parkland). This role will play an important part in developing Historic Coventry Trust as an exemplary social enterprise run for the benefit of the city.

<p>What you will deliver.</p> <p>An inclusive and inventive volunteering programme which is known for its best practice: You will recruit, train, manage and grow sustainable volunteer teams to support Historic Coventry Trust and Coventry City Council in managing and operating sites in the Heritage Park. You will ensure that volunteers are properly deployed and deliver high quality programmes of work. As the volunteering subject matter expert you will also support members of the HCT staff teams in managing volunteers reporting to them.</p> <p>A trained, supported, enthusiastic and sustainable volunteer force: You will ensure that volunteers are properly trained and supported, that they are managed effectively, that they learn new skills, develop confidence and have fun. This team will be sustained in the long-term to support the running of Charterhouse Heritage Park.</p> <p>Robust compliance to safeguard volunteers, staff and members of the public: You will establish and maintain an effective regime to safeguard volunteers, staff and the public at all times.</p> <p>Great teamwork: You will be an excellent, supportive and flexible team-player in a small but rapidly expanding team. As a member of the team you will pitch in from time to time to any work that is needed, from project delivery to communications.</p>	<p>Our values and behaviours</p> <p>Entrepreneurial and Agile We are nimble, lean, and financially-savvy. We are not afraid to take risks and we use our commercial thinking to ensure we can invest more in the heritage of Coventry. We focus on making things happen.</p> <p>Innovate and think differently We are breaking the mould with one of the largest asset transfers to a charity in the country. As a heritage development trust we innovate, think creatively and look for solutions. We want to be a national exemplar in what we do.</p> <p>Care about Coventry’s heritage We care about the city’s heritage and want to ensure our buildings have a sustainable future that brings positive community outcomes. We work collaboratively with local partners and communities.</p> <p>#ThisisCoventry We have worked closely with Coventry City of Culture Trust to make our year as City of Culture a success. We are committed to the legacy of the year and will be working with Culture Change Coventry to ensure the city’s Ten Year Cultural Strategy is delivered for the benefit of the city and its residents. We are networked and embedded in the city. As a small team, we roll up our sleeves and turn our hands to whatever is needed.</p>
<p>Scale & scope of the role</p> <p>Reports to: Education & Engagement Manager</p> <p>Financial responsibility: You will take delegated responsibility for operational project/activity budgets, and work closely with individual Project Managers, Trustees and other members of staff on activity programmes.</p> <p>Line management: No direct reports. You will recruit and manage volunteers/placements/interns and contractors working on behalf of Historic Coventry Trust as appropriate.</p> <p>Scope: Your work will focus on Charterhouse Heritage Park with a 60/40 split of time between the Charterhouse and London Road Cemetery projects. You will work collaboratively with Coventry City Council, along with the Education & Engagement Manager to deliver activity programmes for these two sites, and with other Historic Coventry Trust staff to create a coherent volunteering programme across the portfolio of sites. The post will involve indoor and outdoor activities, and regular evening and weekend work.</p> <p>Partners: You will work closely with Coventry City Council, the National Trust, Warwickshire Wildlife Trust, The Coventry Charterhouse Association, The Friends of London Road Cemetery, local businesses/institutions with CSR programmes, the universities, and many partners across the city .</p>	<p>Knowledge, skills and experience needed</p> <p>Experience in recruiting and managing volunteer teams effectively and safely and creating/delivering creative volunteer programmes.</p> <p>The ability to engage and motivate a broad-ranging volunteer team.</p> <p>Knowledge and experience of establishing and maintaining proper safeguarding and Health & Safety regimes for volunteers.</p> <p>Knowledge and confidence to develop and deliver workshops and training across a range of activities and areas of interest.</p> <p>The ability to work collaboratively with a wide range of people, stakeholders and partners.</p> <p>Excellent project management skills, from delivering a programme, to managing project budgets and stakeholders, and reporting to funders.</p> <p>Enthusiasm for Coventry’s heritage and passionate about the value of volunteering.</p> <p>Experience of event management, from design to successful delivery.</p> <p>A collaborative team-player, with good interpersonal and communication skills.</p>