

Freelance Volunteer Coordinator
Devizes Outdoor Celebratory Arts (DOCA)



Fee: £800 based on £80 per day over 10 days with a view to a possible extension

Application Deadline: 21st September 2020

Job title: Volunteer Co-ordinator
Responsible to: Artistic Director/Board of Trustees

Based at home and hot desk sites around Devizes.

Devizes Outdoor Celebratory Arts (DOCA) is an exciting outdoor arts charity adopting its current name in 2012 with roots going back over 100 years.

We aspire to present ambitious and ground breaking work that brings International and National work to Devizes and the surrounding area.

Our expanding programme of work traditionally includes a core programme of key events:

Devizes Carnival – a traditional event currently undergoing an over haul injecting new energy into this already vibrant event. Aspiring to deliver a range of workshops in schools and an after Carnival music event in the future.

The Festival Fortnight includes:

Picnic in the Park – A music event with family workshops and performance

The International Street Festival – a two day outdoor arts Festival with live music & diverse International acts and street food on two different sites.

The Colour Rush & Confetti Battle - A 5k mixed terrain colour run which ends in the Confetti Battle which is a large scale confetti battle with fair ground and installation or performance elements.

Winter Festival & Lantern Parade – Includes a large programme of workshops in local schools and other venues working towards a large parade with 100's of lanterns, lighting installations, street food market and Christmas Light Switch on.

Devizes Festival of Ales – Working in partnership with Stealth Brewery we deliver a two day festival with cabaret entertainment and live music.

We take on additional project work when the opportunity arises.

We embrace partnership working and seek to be support the outdoor arts sector through commissioning new work and supporting emerging artists.

DOCA is funded through a combination of earned income, sponsorship and grants, with the most significant being from the Local Town Council and from Arts Council England.

DOCA is a registered charity and consists of a Board of Trustees and highly valued volunteers known as Festival Makers who work with our Artistic Director - Loz Samuels. We have two further part-time members of contracted staff, looking after Admin and Event Development.

We are looking for an experienced, enthusiastic and committed individual to take on the role of Volunteer Coordinator to support our work with and nurture our team of dedicated volunteers, working closely with our Administrator and Event Support and Project Development posts, seasonal staff or project contractors and artists as well as our Trustees and Artistic Director.

Job Description – this role is required to:

- Have a good understanding of health and safety regulations relating to volunteer working and be able to adapt to the current situation ensuring safe working with COVID 19 in mind.
- Actively ensure volunteers are treated fairly and have a good understanding of equal opportunities law and experience of working with adults who may be at risk.
- Pro-actively recruit new volunteers of all ages and abilities
- Manage and update databases adhering to current data-protection legislation
- Prepare, co-ordinate and deliver briefing notes and sessions in a timely fashion before each event. This will be both face to face and on Zoom or a similar platform.
- Be present at all events, to welcome and manage all volunteers throughout their shifts.
- Support the development and delivery of all our events through coordination of volunteers, creating rotas, sourcing uniform and appropriate equipment for relevant jobs and maintaining all relevant admin.
- Support the evaluation and show casing of our volunteers activities led by our Project Development post.
- To positively promote the work of our volunteers through marketing and communications including print and social media with support of our Admin post.
- Act as first point of contact for fielding and dealing with enquiries from volunteers.
- Update policies documents/files/correspondence relating to volunteer activity
- Support the development of social gatherings and peer support sessions or buddying where appropriate.
- To actively source funding to support the development of our volunteer work
- To identify training needs and potential providers.
- Any other duties as required from time to time

Essentials

You will need:

- Good working knowledge of Microsoft Office packages, social media and be highly I.T literate.
- Great communication skills at all levels.
- An organised approach to record keeping and information sharing
- People management skills
- Ability to work with a diverse range of people.
- Experience of working with volunteers, artists, schools and public with a good understanding of customer and clients needs
- Good analytical and communication skills
- Ability to show sensitivity and respect confidentiality of those you work with.
- Be able to move around the local area quickly at short notice.
- Be available to work on our event from the 27th to the 29th of November 2020.

Desirables

- Previous experience of arts based work including evaluating and reporting skills
- Previous experience of volunteer management
- A transferable DBS certificate
- First Aid trained

Outline of proposed pay and conditions

Title of post: **Volunteer Coordinator**

Fee: £80 per day for a maximum of 10 days to be completed by December 18th 2020.

To be paid on submission of invoice at the end of each calendar month. Invoices should detail the work undertaken/objectives achieved in that monthly period. The candidate will be freelance and as such responsible for their own tax payments.

Contract duration: Commencing as soon as possible. With a view to being extended to incorporate our events in May should Government guidelines allow us to deliver.

For further details and an application form please visit our website
<https://www.docadevizes.org.uk/>

Recruitment timeline

Closing date for applications – 21st September 2020

Short listing complete by 23rd September

Notification of interview 25th September

Interviews held on 1st and 2nd of October

Anticipated start date asap

For further details and an application form please visit the website

www.docadevizes.org.uk

Location of interviews to be confirmed most likely to be on Zoom or in an outdoor space, weather dependant

Contact Information

Loz Samuels – Artistic Director – 07500786541