



Volunteer Co-ordinator Job Description

Salary: £23,000 pro rata
Hours: 8 per week, 12 month contract
Dates: 3rd September 2024 – 31st August 2025

Think Circus SCIO are looking for a part-time Volunteer Co-ordinator to join our team. We have a small group of regular volunteers currently and are hoping to grow this to around 15-20. We want to build on the strong foundations laid by our last Volunteer Co-ordinator and establish more robust training and celebrations for our volunteers. We are looking for someone who is interested in improving the quality of the volunteer experience, and who can bring dedication, care and enthusiasm for this work.

Think Circus are based in Leith, Edinburgh, and as a charity our primary aim is to improve lives through circus, and we offer classes, projects and events to help people build confidence and new skills. Our commercial trading means we can continue to provide these services free of charge to those who will benefit the most.

We currently deliver 2 regular youth classes (ages 5-11), teen circus sessions, our Forest Circus project for adolescent girls, community training and Sunday circus sessions for families and adults each week, as well as one-off workshops for schools, local organisations and community groups across the central belt. The Volunteer Co-ordinator will be the lead contact for volunteers supporting these these events, supported by our circus tutors, the company administrator and the Executive Director. The role will also include collecting feedback about the effectiveness of our sessions from volunteers and participants, and evaluating the impact volunteering with us has on individuals.

This position would be most suited to someone based in Edinburgh, as visiting our projects is essential to understand the placements volunteers will be undertaking. However, approximately half of the role is desk-based and includes promotion of volunteer roles online and carrying out online interviews and check-ins with volunteers.

The expectation is that both Think Circus and the Co-ordinator will be flexible within reason, and agree regular working dates in advance.

The position reports directly to the Executive Director.

We are a small, agile team who are committed to sharing the excitement and benefits of circus with our community, and our company is at a pivotal stage of including more volunteers in our classes and events. The Volunteer Co-ordinator will grow our capacity to support volunteers, improving our volunteer process so that everyone knows how it works, and ensuring volunteers have a great experience with us. You will therefore have

the chance to make a significant impact with your placement and apply your knowledge to support the artists, families and community organisations we work with.

Within the placement we can provide:

- On the job training with our Executive Director who currently leads on volunteer recruitment and support
- CV and Interview development sessions in-house
- Training in Volunteer Management
- Work experience opportunities within a partner social enterprise in Edinburgh
- Mentoring (our Executive Director is a registered in Tandem mentor and also trained in NHS Decider Skills)
- Training opportunities in relevant circus/sport skills – if you're keen!

This role is offered over the period 3rd September 2024 – 31st August 2025 and covers 1 x 8hr working days each week (8 hours per week). 2 x 4hr days would also be possible. We expect the successful candidate to be available to work on Wednesday mornings as this is the time of our fortnightly team meetings. Other group planning time is expected to take place on either Wednesdays or Thursdays, and occasional weekend days as agreed in advance.

GENERAL RESPONSIBILITIES:

You will work with the Executive Director to agree a schedule of work in advance of each month.

Responsibilities:

- Source and recruit volunteers through various techniques (databases, e-mail, social media etc.). Create Volunteer Role Descriptions for distinct roles as needed.
- Collect information on availabilities and skills by carrying out interviews in an informal setting, and ensuring Volunteer Agreements are completed.
- Arrange for appropriate training when needed such as Safeguarding, Health and Safety, Induction to our circus space and participation in staff/volunteer circus training
- Produce schedules for weekly classes, one-off events and workshops
- Assign responsibilities to the right people for special events
- Coordinate teams of volunteers for our event days (monthly circus cabarets)
- Communicate frequently with volunteers to ensure they are satisfied and well-placed
- Collect feedback from volunteers about sessions and support Think Circus with collecting evaluation information
- Keep detailed records of volunteers' information and assignments
- Ensure that the values of Think Circus are clearly communicated to volunteers
- Carry out regular reviews with volunteers to ensure they are progressing their goals and feeling supported
- Updating our Volunteer Policy and ensuring legislation is followed
- Organise regular social events to bring volunteers together and celebrate their contribution

Volunteer Co-ordinator Role Requirements:

- Strong interpersonal skills, particularly in phone calls/online meetings
- Proficient in using software such as Microsoft Word and Excel. Experience in using [monday.com](https://www.monday.com) and Canvas would be beneficial.
- Basic understanding of different circus skills, especially ground-based skills - please note you don't need to do these skills, just be able to explain them clearly to volunteers interested in what we teach.
- Ability to work pro-actively, show initiative and work as part of a team
- Sound knowledge of safety measures and risk management strategies
- A 'can do' positive attitude
- Ability to prioritise workload and manage competing demands

Desirable:

- Understanding of working within the third sector, particularly social enterprise
- Experience of being a volunteer

This job description identifies key responsibilities and requirements. It is not an exhaustive list of tasks that need to be completed. Think Circus SCIO reserves the right to amend the job description as the role develops with the organisation.

To Apply:

Please send a CV and covering letter explaining why you would be suitable for this role and why you want to work with us to hi@thinkcircus.co.uk Please include contact details for two referees - at least one should be a recent employer.

The closing date is 12pm on Monday 19th August 2024.
Interviews will be held on Thursday 22nd and Friday 23rd August 2024.