



## **Volunteer Co-ordinator Job Description**

**Salary: £24,500 pro rata**  
**Hours: 12 per week, 12 month contract**  
**Dates: 8th June 2026 – 31st May 2027**

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 have an active project to facilitate and support volunteers from diverse backgrounds, including New Scots, young people and Disabled people. We want to build on the strong foundations laid by our last Volunteer Co-ordinator to continue delivering regular celebration and training events for our volunteers. We are looking for someone who is interested in maintaining a high quality of 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. 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 regular youth classes (ages 5-11), teen circus sessions, a Forest Circus project for adolescent girls, community training and drop-in circus sessions for families and adults, 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, our Social Circus Programme Lead, the company administrator and the Executive Director. The role will also include collecting feedback to evaluate 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 and ensure 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 role we can provide:

- On the job training with our Executive Director
- CV and Interview development sessions in-house
- Training in Volunteer Management
- Training opportunities in relevant circus/sport skills – if you're keen!

This role is offered over the period **8th June 2026 – 31st May 2027** and covers 2 x 6hr working days each week (12 hours per week at £13.46 per hour). A slightly different split of hours across 2-3 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 new 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 and participation in staff/volunteer circus training
- Produce schedules for volunteers using [monday.com](http://monday.com) (our in-house system)
- Assign responsibilities to the right people for special events
- Coordinate teams of volunteers for our events (four circus cabarets per year)
- 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 Excel. Experience in using [monday.com](https://www.monday.com) and Canva 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](mailto: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 25th May 2026.

Interviews will be held in the afternoon of Wednesday 27th May 2026.