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**ARTS COUNCIL  
ENGLAND**

## **Volunteer Coordinator Job Description.**

**Reporting to:** Director and Deputy Director

**Contract length:** Role to commence June 2018 - June 2019

**Hours:** 7 hour day to work between the hours of 9-6pm. 2 days per week. BACKLIT open days are Wednesday, Thursday and Friday, we would require the postholder over these days.

**Salary:** £19,000 pro rata (fixed for 1 year contract, continuation of role is funding dependent)

**Annual Leave:** To be confirmed

**Location:** The post will be based at BACKLIT Gallery, First Floor, Alfred House, Ashley Street, Nottingham, NG3 1JG.

### **Background**

BACKLIT is a two storey artist led gallery and studios founded in 2008 by five Nottingham Trent University Fine Art graduates, located in the East Side of Nottingham. It consists of studios that house 50 young and emerging artists, and gallery spaces that coordinate highly ambitious annual programmes of contemporary visual arts activity. In recent years we have shown major works by Simon Starling and Yinka Shonibare, as well as an artistic and public engagement project by Turner Prize winner Gillian Wearing, supported after we won a national public online voting campaign with Culture 24. Backlit is an artist led studio and gallery space that supports and develops emerging artists; we are driven to support, sustain and grow the visual arts ecology across Nottingham.

BACKLIT is entering into an exciting new phase of development and has recently been granted National Portfolio Organisation status from 2018 by Arts Council England. In addition BACKLIT were also successful with receiving funds from Arts Council England as part of the Catalyst Programme. The aim is to explore potential areas of growth to build capacity and resource to ensure the financial resilience for BACKLIT Gallery.

**[www.backlit.org.uk](http://www.backlit.org.uk)**

### **Job Specification**

#### **Volunteer Coordinator role**

Purpose of the role:

BACKLIT has identified the Volunteer Programme as an opportunity to exchange skills, knowledge and interests, it plays a crucial role in building audiences, partnerships, providing career development and vocational experience as well as a hands on operational insight to the arts sector. Therefore this role is a key factor to the future development of the Volunteer Programme. The postholder will manage and coordinate the day-to-day running of the Volunteer Programme.

Main responsibilities:

- Main contact for the Volunteer Programme
- Recruit, train and support internal Volunteers

- Be the representative at BACKLIT for the Volunteer Programme, attend and actively contribute to strategic level meetings on behalf of BACKLIT
- Maintain the existing Volunteering opportunities, ensuring they are regularly reviewed to be fit for purpose and accessible
- Maintain relevant databases for Volunteer procedures and Volunteer recruitment
- Develop new relationships to diversify and widen the pool of recruitment outlets
- Regularly review the Volunteer policy and procedures, ensure these are up to date and accessible
- Organise and lead Volunteer meetings, creating a social network and point of contact for participants. Provide a mentor service to Volunteers offering one-to-one meetings where necessary, produce reports to monitor and show progress.
- Research and implement new initiatives to engage and sustain Volunteers
- Devise and develop a range of activities for Volunteers
- Responsible for updating website content and social media (Twitter, Instagram, Facebook) relating to Volunteering.
- Provide relevant training for individuals and groups aimed at a variety of Volunteering opportunities at BACKLIT
- Knowledge of key developments nationally, regionally and in Nottingham relating to Volunteering
- Partnership building locally and nationally to develop wider networks with Volunteer groups
- Fundraising for future Volunteer Programme developments
- In addition to the above, undertake such duties as may reasonably be requested

#### **Opportunities/ Benefits**

- Backlit is a small friendly team, you will be responsible for a key area in BACKLITs vision to expand and engage with wider audiences. You will have a creative input into the ethos and future development of the organisation.

#### **Person Specification:**

##### **Essential Experience:**

- Volunteer management experience (min of one years experience)
- Experience of project coordination, administration and researching projects.
- Excellent understanding of best practice in Volunteer management
- Experience of designing and delivering training
- Experience of writing reports (monitoring and evaluation)

##### **Essential Skills and knowledge**

- Excellent verbal and written communication skills
- Understanding of GDPR
- Ability to manage multiple tasks effectively with good time management and organisation skills

- Experience of working in a small team
- Knowledge of potential barriers and solutions to engage students in Volunteering
- Ability to build relationships with diverse individuals and groups
- Ability to diplomatically manage the expectations of others
- Ability to work independently, using own initiative
- Ability to motivate and lead others
- Ability to effectively use Microsoft Office packages
- Excellent teamwork skills with the ability to empathise with others and build productive working relationships

**Desirable**

- Knowledge of funding trends and current opportunities
- Experience of writing funding applications
- Knowledge of marketing and promotion
- Knowledge of regional arts networks in Nottingham and across the East Midlands

**How to apply**

To apply please email your CV, a supporting statement outlining your suitability to the role (no longer than 2 A4) and 2 referee contacts (please state if they can be contacted in advance of a potential interview) to [suzannebacklit@gmail.com](mailto:suzannebacklit@gmail.com). Deadline for applications is **Thursday 31st May 2018** Interviews will take place at Backlit on **Friday 8th June 2018** (please ensure you are available this day).