**Volunteers Events Coordinator**

**Part-time 3 hours a week during term-time only**

**(Tuesday evenings 6.30pm to 9.30pm)**

We have an opening for a Volunteers Event Coordinator to manage our dedicated team of volunteers.

You will work closely with the Directors, joining the existing volunteer team of 20. You will play a key role, helping to coordinate special events, nights out and communications.

You will use your excellent organisational and communication skills to effectively coordinate the team. You must have the ability to communicate with people with diverse backgrounds and experience.

Some of your main responsibilities:

* Organise Volunteers Rota
* Work closely with the the Directors to organise quarterly social events
* Collect information on availability and skills and help manage volunteer training
* Communicate with volunteers regularly via email and whats app
* Feedback information to Directors for upcoming actions and events
* Work with Marketing Director to harness volunteers skills and contacts to widen our reach and expand our flyer distribution te

### ELECTRIC PALACE – VOLUNTEERS’ COORDINATOR

| **Role** | **Volunteers’ Coordinator (Freelance)** |
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| **Rate of Pay** | **£12.50 per hour (3 hours per week term time only)** |
| **Hours** | **Tuesdays 6.30pm - 9.30pm during term-time** |
| **Reporting to** | **Directors** |

**Vision**

The Electric Palace aims to be a thriving cinema and café bar in the heart of the old town, renowned for our exciting schedule of films, music and live events.

**Core values**

Independent, Inclusive, Inspired, Friendly, Professional.

### ROLE OVERVIEW

As Volunteers’ Coordinator at the Electric Palace you will be responsible for managing our volunteer team of 20 volunteers and play a key role in managing the front of house rota and helping to coordinate training and social events on a quarterly basis.

### Responsibilities and Duties

* Coordinate the cinema’s volunteer front of house team of approximately 20 volunteers
* Manage volunteer list and volunteer waiting lists
* Prepare the monthly rota and allocate volunteer shifts, checking availability and following cinema guidelines and requirements
* Plan and deliver 4 quarterly training/social events across the year to ensure volunteers are suitably trained and supported in their front of house duties at the cinema
* Work within Health and Safety regulations and report any issues to the Technical Manager
* Provide 1-1 induction sessions when recruiting new volunteers
* Implement changes/improvements to volunteer team and protocols as and when required
* Support the Directors in the ongoing development of systems and procedures to maximise volunteer satisfaction and smooth running of the cinema

**Essential Skills and Experience**

* Excellent communication and interpersonal skills
* Ability to multitask and excellent organisational skills
* A solid understanding of Health and Safety

### Desirable Skills and Experience

* Experience within a cinema or theatre context

**Person Specification**

* Driven and proactive
* Methodical with excellent attention to detail
* Professional and confident manner with good communications skills
* Solution focussed

*This job description sets out the accountabilities of the post at the time when it was drawn up. Such accountabilities may vary from time to time without changing the general character of the accountabilities or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the pay of the post.*