



SALTAIRE INSPIRED

Job Description: Volunteer Coordinator

Location: Saltaire Inspired

Reports To: Board of Trustees

Job Type: Part-time freelance contract

The fee for completing the services (as described below) is £3,750.00 for the agreed fixed period, to be paid in monthly instalments.

The contract starts in April/May 2025 and ends in June 2026. It is estimated that 25 days is required to carry out the duties, concentrated around the Saltaire Arts Trails and Makers Fairs in May 2025, October 2025 and May 2026.

How to apply:

Please send your CV and a cover letter outlining your interest in the role and how you meet the requirements specified in the job description to team@saltaireinspired.org.uk.

The application deadline for this post is **28 March 2025** with interviews taking place on Saturday 5 April.

We are committed to creating a diverse environment which values a range of different kinds of personal and professional experience and reflects Bradford's diverse community. We encourage applications from people of all backgrounds, communities, identities and interests.

About us

Saltaire Inspired is an ambitious arts charity, creating quality contemporary arts events in unique settings in Saltaire and Shipley.

Saltaire Inspired delivers three annual arts events in the World Heritage village, and works towards our vision to help Bradford become an internationally recognised centre for the visual arts. We create art and community events in the unique spaces of Saltaire and Shipley and present exciting and challenging contemporary visual art in accessible settings, inspiring people of all ages and backgrounds to take part.

Purpose of the role

The Volunteer Coordinator will be responsible for recruiting, training, and managing volunteers to support our events. This role involves developing volunteer programmes, fostering relationships with community members, and ensuring a positive and impactful volunteer experience.

Skills, experience and qualities required

We are looking for someone who is a great communicator with a passion for the arts, strong interpersonal skills and the ability to actively promote the benefits of volunteering with Saltaire Inspired to a wide range of people. The role would suit someone with a strong understanding of the wider Bradford community and cultural landscape.

Working as part of a small team, the Volunteer Coordinator will be self-motivated and focused, with the ability to work collaboratively and effectively with people at all levels. They must be organised, flexible and analytical, and enjoy recruiting and supporting a diverse team of volunteers.

Essential:

- Experience of recruitment and supervision of volunteers or other team leadership experience.
- Experience of working with local communities and promoting volunteer opportunities or an understanding of issues involved in the voluntary sector.
- Working with and relationship building with a range of external stakeholders.
- High standards of verbal and written communication.
- Strong organisational, administration and analytical skills including data collation and inputting.
- An awareness of health and safety legislation.

Desirable:

- Qualifications in managing volunteers or similar.
- Training or coaching skills.
- Presentation skills.
- Understanding of safeguarding issues.

Appendix 1

Start and end of contract

This is a fixed term freelance contract starting in April/May 2025 and ending in June 2026. The contractor will be expected to work hours as appropriate to ensure effective delivery of services, anticipated to vary during the course of the contract.

The position is self-employed, and the person appointed will acknowledge that he or she is responsible for his or her own taxes and NICs, and that no employment rights will derive from the contract.

Key objectives

1. To lead on researching ways in which to promote volunteer opportunities with SI and grow our network of volunteers.
2. To develop and implement strategies to attract and recruit volunteers from diverse backgrounds with the appropriate range of skills to support SI events.
3. To ensure audience feedback is collected by our volunteer workforce during events and to review/update existing feedback forms to ensure they meet our evaluation needs.
4. To maintain accurate records of volunteer participation and engagement, and ensure all volunteers have completed the necessary pre-event forms and have the necessary information in the lead up to our events.
5. To ensure there are enough volunteers to support the range of tasks and roles required at our events.

These objectives to be achieved via the following responsibilities

1. Source volunteers to support SI events, principally the Saltaire Arts Trails and Maker's Fairs on 24-26 May 2025 and 2-4 May 2026, and the Winter Maker's Fair 25-26 October 2025.
2. Engage with the local Saltaire community and groups (such as Shipley College) to build networks across the Bradford District and help grow our list of volunteers to deliver the above key objectives.
3. Develop and manage a team of volunteers who can be a source of future trustees, participants and supporters, and be the point of contact for any work placement opportunities.
4. Provide activity updates and attend regular team meetings (monthly, during evenings in Saltaire) and working group meetings.

5. Collate and input data from feedback surveys into a database that can be used for evaluation.

To contribute to:

1. Work in conjunction with the Marketing and Communications Manager to:
 - Advertise volunteer opportunities to support our events
 - Attend volunteer fairs to help recruit new supporters
2. Assist with and attend SI events to ensure that the team of volunteers are supported throughout.
3. Work with the Event Producer to agree on the number of tasks requiring volunteer support.
4. Create a volunteer schedule, listing tasks and timings for all volunteers, trustees and supporters and share with all parties in good time before the events.
5. Keep in regular contact with volunteers to maintain their involvement, inform them of forthcoming events and request support and expressions of interest.
6. Other activities as appropriate to the role or required by the Saltaire Inspired Board.



Find out more about Saltaire Inspired at www.saltaireinspired.org.uk