

Cranleigh Arts Centre - Volunteer & Community Manager

About the Cranleigh Arts Centre - "to enrich, entertain & inspire our community"
www.cranleightharts.org

We offer the best in live music, theatre, comedy, film, talks, event cinema, workshops, family events and free-to-explore exhibitions. From classical recitals to children's activities – our vibrant programme has something for all ages and tastes. We have many hirers for private events and a range of classes and other events. As a focal point of the village, we work with local organisations to offer support activities to the community.

We promise a warm welcome and a good time

Role Overview:

As a volunteer run organisation, this is a key leadership role within the Arts Centre and crucial to our success and commitment to the community we serve and reports to the Centre Operations Director. Experience in managing or supporting volunteers and/or having taken part in volunteering yourself is essential, while having existing networks and relationships with community partners and agencies in the area would be desirable.

***About You!** : Do you want to make a difference in your community? Do you have a passion for helping others? Are you someone who loves to organise and lead? Do you enjoy networking and engaging with the community and motivating other people to join your team? Can you spare some Saturdays and evenings to host, greet and help our community to enjoy our incredible programmes? Do you enjoy seeing friendships form, overcoming challenges and most of all having fun? If so, read on ... this might be just the thing for you!*

Overall purpose of the job:

1. Be the chief advocate and champion of the Arts Centre within the community and attract and recruit volunteers across the demographic pool.
2. Design, refine and execute volunteer training and engagement programs to help achieve our mission of being an efficient, happy and pioneering volunteer organisation in the area.
3. Manage the online volunteer roster and ensure smooth rotation and matching of the volunteer profile to meet the Arts Centres daily needs.
4. To be the focal point for community outreach programmes.

Key Responsibilities

- To ensure the Arts Centre programmes are well staffed with trained volunteers at all times. To lead recruitment of volunteers based on the needs of the organisation including any related work streams like recruitment events etc.
- To manage the volunteer database and online rota system, and ensure sufficient volunteers for each day / event.
- To own and update the volunteer training manuals and policies and procedures, including risk assessments, and train volunteers.

- To network and benchmark the Arts Centre's volunteer program and policy with external organisations (e.g. charities and councils) to develop best in class programs, and partnerships where relevant.
- To keep up to date with legislation and policy related to volunteering and making any necessary modifications to accommodate changes.
- To work alongside other team members to understand the volunteer requirements for the successful implementation of the Arts Centre programme calendar.
- To own and lead volunteer engagement programs like Newsletters, celebration events etc.
- To engage with local community organisations to develop and maintain classes, events and support activities.
- To monitor and evaluate volunteer and community activities and performance and write occasional reports for funders and trustees
- Be the Duty Manager on day or evening sessions on a Rota basis (see below).

Terms and Conditions of Employment

- Location: Cranleigh Arts Centre.
- Part time, 22.5 hours per week. The work pattern to be agreed between the employee and Operations Director, between Monday and Friday, including Duty Manager for 1 evening session and 1 Saturday daytime session (morning or afternoon), each once a month.
- Salary £16,125 per annum, payable monthly in arrears on the last day of the month. The post is funded until April 2025 and we will seek further funding beyond that.
- Holiday entitlement: 12 days (20 days pro rata) plus Bank Holidays.
- Auto-enrolment pension.
- 1 month notice period from employer or employee for the first 6 months, and 2 months thereafter.
- The nature of the post requires the holder to be Disclosure and Barring Service (DBS) checked on joining.

Barriers to the success in the role

- Likes to work alone
- Does not enjoy project management, problem solving or team work
- Does not handle change well
- Not available to work occasionally, as described above, evenings and weekends

To apply, please submit a cover letter detailing how your skills and experience meet the criteria within the Job Description and Person Specification, along with your CV, to jackie@cranleigharts.org. Please supply your full work history with explanations for any gaps in the application documents you submit and if offered the post, we will require two employment and/or volunteering references.