

Position	Volunteer Coordinator
Location	Higher Rhythm Ltd based at 53-57 Nether Hall Road, Doncaster, DN1 2PG
Hours and days of work	Between 9.30 pm – 5.30pm (Working hours to be agreed) 4 days per week
Reporting to	Media Services Manager
Purpose of the position	This person will provide volunteer coordination for the Sound Opportunities project, and act as lead team member for the volunteers working on the project.
Working Relationships	Internal: Media services and Quality Manager Project Admin CEO External: Other agencies and departments as appropriate External Service Providers
Salaries and Benefits	£23451 (PRO RATA) Fixed term for 23 months

Key Accountabilities:

Key Areas	Accountabilities
Volunteering Coordinator duties	<ul style="list-style-type: none"> • Timetabling activities and resources for volunteers and project participants • Communication with employees, volunteers and outside bodies • Keeping records, filing systems and logging information • Operating computers and maintaining files • Undertaking other relevant tasks as may be reasonably required
Training Support	<ul style="list-style-type: none"> • Providing training around music and media technology, and coordinating other internal training provisions, for volunteers.

Systems and Procedures	<p>It is expected that the post holder should be competent using music and media technology (preferably hardware and software) and computer applications as well as office / email applications, and be competent using social media and website admin systems. The post holder must have experience working within community sector and / or community sector provision, and have some experience working on projects financed by public funders.</p> <p>Excellent organisational and communication skills are essential, as is the ability to work to deadlines when necessary. Applicants with Tutoring/Teaching experience and a teacher training qualification at any level are desirable.</p> <p>Applicants must be able to display the ability to work alone, on their own initiative, and also as an effective member of a team within the organisation.</p>
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Applications (CV and covering letter) by email to:

mathandley@higherrhythm.co.uk

Application deadline 5pm 6th May 2022. Interviews will be held w/c May 16th 2022.