



Job description

Volunteer and Events Co-ordinator

Full time 40 hours per week

Accountable to: Chief Executive

Accountable for: Volunteers

JOB PROFILE:

The role is to oversee the recruitment and management of all the Gatton Trust Volunteers and to manage the programme of events including open days, Gatton Country Fair, family events and adult workshops and to co-ordinate tours.

KEY RESULT AREAS:

The post holder shall:

Volunteer Recruitment and Management

- Oversee the recruitment and management of all the Gatton Park volunteers under the direction of the Chief Executive to help the Gatton Trust achieve its charitable objectives.
- Work with external charities, community groups and agencies to recruit volunteers as required
- Cultivate an inclusive environment which is both friendly and supportive
- Provide day to day support for volunteers and extra support for those volunteers who need it
- Work with adults at risk to support their volunteering including liaising with agencies that work with them.
- Be responsible for ensuring all volunteers are recruited in accordance with the safeguarding/child protection policies of the RAAS including the completion of a DBS check. Maintain databases for volunteer records and hours worked
- Organise the annual volunteer BBQ and Christmas party.

Events Planning and Management

- Lead the organisation and running of our programme of events for the public in partnership with Gatton Trust staff, volunteers and external bodies, including:

Gatton Country Fair, Cream Teas in the Japanese Garden, events linked to Easter, Halloween and Santa's grotto.

- Work with the Chief Executive to devise innovative events and educational activities which represent and promote the work of Gatton Park.
- Co-ordinate the promotion of events through various media as required.

Community and Visitor Engagement

- Liaise with, and establish good active working relationships with local charities and organisations, the local community, local businesses, the National Trust and RAAS staff.
- Work to ensure Gatton Park is well connected in the local community
- Attend meetings and events to promote the work of the Gatton Trust and give talks to local groups if required.

Volunteer Development

- Develop new volunteering opportunities, seeking out innovative ways of working to achieve our goals.
- Arrange volunteer training and briefing days with the Chief Executive and Gardens and Park Manager.

Finance and Administration

- Ensure all cash handling is carried out in a safe and efficient manner using correct procedures.
- Carry out some financial administrative tasks, such as Paypal
- Assist the Chief Executive with updating of our website/online presence.

Health and Safety

- Take reasonable care for the health and safety of yourself and of others.
- Ensure all aspects of Health and Safety are carried out to national regulations and standards and that Gatton Trust/RAAS policies on Health and Safety are fully implemented.
- Write and implement risk assessments and other safety works as directed by the Chief Executive.

General & Administration

- The employee is expected to work at weekends or in the evenings as necessary for events, open days (first Sunday of the month Feb-Oct) and other activities with time off in lieu as agreed with the Chief Executive.
- Be accountable for own development through the Performance and Development Review (appraisal) process seeking out opportunities to learn new skills. Undertake training courses, workshops etc as and when required.

In addition, all employees are expected to work within the terms of their contract of employment and adhere to Gatton Trust/RAAS Foundation policies and the Required Ways of Working.

DIMENSIONS OF THE ROLE:

Gatton Park Internal Contacts

- *Chief Executive, Gardens and Park Manager, Education team, Marketing and events Officer, RAAS Bursar, Park Warden, RAAS Headmaster, RAAS Estates Manager, RAAS Gardener.*

External Contacts

- *Park visitors, local Charities, Community groups, corporate groups and other relevant external agencies and partner organisations.*