

No Colour Bar: Black British Art in Action 1960-1990

Project Management /Business Admin Volunteering Roles

We have set out the full range of duties, so you can see where you could get involved. If you are interested in these roles, we encourage you to apply if you meet some of, but not necessarily all the requirements.

Purpose of role/ Key tasks and responsibilities

Purpose	<ul style="list-style-type: none"> • Support the Project Managers in developing and implementing the task plan for the No Colour Bar: Black British Art in Action project. Volunteers will skills, including data management and entry. • Collating data for managing budgets/reporting • Book keeping/financial admin • Upkeep multiple calendars/timelines/updates • Co-ordinate & manage volunteer timetables • Writing up out post-event evaluation reports
Probation	4 weeks
Requirements / Character traits	<ul style="list-style-type: none"> • An enthusiasm for the Project • An interest in history, the arts, cultural heritage and diversity • Good administration experience/skills and /or general project co-ordination (Office-based) • Able to communicate effectively and persuasively with a wide range of people • Well organised, eye for detail and able to work when under pressure • Good IT skills • Good interpersonal skills and a good telephone manner • Flexibility - you must be able to anticipate project needs, discern work priorities, and meet deadlines with little supervision • Self-starter
General	<p>We will:</p> <ul style="list-style-type: none"> • Support all volunteers with induction and training • Agree role objectives and provide volunteers with feedback when the role comes to an end <p>Provide for travel costs for up to £10.00 per day (for a minimum of four hours)</p>
Applying to FHALMA	<p>We are recruiting volunteers on a rolling basis, so please register your interest as soon as possible. Apply by either the Form (1) or a letter and CV (2):</p> <ol style="list-style-type: none"> 1. Fill in the No Colour Bar volunteer application form 2. Submit a brief statement about your interest in the project, outlining how your experience and skills meet the requirements of the role. Please include your CV. <p>We will be in touch within 7 working days. Confirm the role you are applying for in the subject header and email your application to: Manjit Ahluwalia</p> <p>Email: nocolourbar.volunteer@gmail.com</p> <p>Visit www.huntleyonline.com/f-h-a-l-m-a</p>