

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

Project Management Volunteer Roles:

1. Assistant Volunteer Teams Manager

2. Volunteer Teams Co-ordinators

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	<p>Working as a team with the Project Volunteer Teams Manager:</p> <p>Assistant Volunteer Teams Manager will support the following activities so that the Project provides great and creative volunteering experiences for individuals and which benefit the Project</p> <ul style="list-style-type: none">• Together with the Volunteer Teams Manager and Co-coordinator, provide a high standard of volunteer management.• Assist with the process of managing the recruitment, training, support and recognition of volunteers• Establishing and maintaining a clean definitive but evolving list of volunteers• Support the process of creating rotas and deployment plans, ensuring volunteers are matched to appropriate roles• Maintain a process for authorizing and tracking expense payments• Ensure that all documents are drawn up and returned (eg Volunteer engagement form, next of kin details, etc) and stored safely, understanding and adhering to the Data Protection standards• To monitor special needs/requirements of volunteers, eg mobility access, sensory needs• Work with the Volunteer Teams Manager to draw up and deliver an induction programme; ensure volunteers have agreed objectives and that feedback is provided at the end of the period• Design and maintain a system for gathering post activity feedback and evaluation from volunteers• Working as a team to identify great story telling of activities, and contribute to ways of sharing knowledge and information with volunteering team. Thinking of different ways of sharing stories• Collect information as required for regular reports/briefings• Working with the Volunteer Teams Manager to develop continuously the volunteer experience <p>Volunteer Teams Co-ordinator will:</p> <ul style="list-style-type: none">• Set up and maintain a volunteer database and ensure that it is accurate and updated on regular basis• Answer volunteer queries by telephone, email, etc• Maintain records, filing systems and computer files, ensuring confidential information is kept secure• Assist with inductions• Manage and co-ordinate communications throughout the period of the Project
Probation	4 weeks

Requirements / Character traits	<p>Assistant Volunteers Teams Manager:</p> <ul style="list-style-type: none"> • An enthusiasm for the Project • An interest in history, the arts, cultural heritage and diversity • Some experience of recruiting and training • Good communication skills, both written and oral • Good planning skills, organisational and administrative • Enjoys working with people from all backgrounds and good a building relationships • IT skills; some knowledge and experience of using social media tools would be desirable <p>Volunteer Teams Co-Ordinator:</p> <ul style="list-style-type: none"> • An enthusiasm for the Project • An interest in history, the arts, cultural heritage and diversity • Able to work on his/her own imitative as well as part of a team • Able to handle multiple priorities and meet deadlines • Good organisational and administrative skills • Good IT or computer skills, especially Excel skills and reporting skills • Positive and enthusiastic
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 • Provide travel costs for up to £10.00 per day (for a minimum of four hours)
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>