

The Old Library, Eastville - a volunteer-based community project with Café, book swap, events, lounge, hire space, garden & playspace for the community, by the community. Run by the South Lockleaze & Purdown Neighbourhood Group C.I.C.

Job Title: Project and Volunteer Coordinator

Reporting to: the Board of Directors (South Lockleaze and Purdown Neighbourhood Group)

Salary: £23000-24000 per annum (dependant on experience) part-time, on a self-employed basis

Initial contract 2.5 days a week for 6 months from appointment with potential for extension.

Role description

An exciting new opportunity has arisen to play a key role in the coordination of the project known as The Old Library, Eastville. The main purpose of the post is to ensure the smooth day to day running of the project as well as researching and contributing to the development of potential new activities and plans that may take place under the umbrella of this project.

- **Administrative procedures:** The post holder will review, develop and monitor the existing administrative procedures.
- **Volunteers coordination:** Coordinate, and manage as required the volunteering roles and volunteer staff, recruit new volunteers and ensure that volunteers are offered appropriate training and clear roles.
- **External communications:** Continue existing relationships with other organisations and the local authority in Bristol, continue to manage and build on funding ideas and opportunities, promote the organisation and, along with the directors and other volunteers, be the public face of the Old Library.

Project /Volunteer Coordinator Duties

Administrative procedures

- Working within current SLAPNG policies and procedures, the post holder will become familiar with and develop current administrative procedures and ensure they are accessible and suitable for purpose.
- Review organisational processes and procedures to ensure we are fulfilling our statutory requirements, identify gaps and propose a strategy and plan to address this.

- Liaise with the Hire Administrator with regard to the smooth running of the booking system of the Old Library space
- Work with and regularly report to the Board of Directors and attend the Monthly directors meeting.

Volunteer coordination

- Assess organisational and project needs to determine the number and range of volunteers needed for particular projects such as the Cafe, Building Management, Garden, Events etc
- Consult with colleagues to create written role descriptions for all volunteer positions
- Manage volunteer recruitment by advertising for available volunteer positions, interviewing candidates, and matching them with appropriate roles
- Prepare and present guidance materials for new volunteers, including as needed handbooks, programmes, and equipment
- Create and distribute information regarding volunteer policies and procedures
- Support volunteers during their time at The Old Library and meet with volunteers to assess their satisfaction, as well as to conduct performance evaluations or skills audits and arrange occasional training/team building sessions for volunteers
- Cultivate a positive and supportive atmosphere by recognising volunteer efforts and assisting volunteers with their own endeavours
- Manage communication among volunteers and the organisation in order to share news, progress, and available positions
- Maintain a database of volunteers and projects
- Report back to the Directors on volunteer requirements and a proposed strategy to address these.

Internal and External Communications

- Present updates and reports to the Board of Directors in writing and presentations at their monthly meeting and contribute to developing new opportunities for project development
- Promote the organisation, its volunteer efforts, and its accomplishments internally and externally
- Develop and collate statistical reporting on the impact and reach of the Old Library and its activities on the community.