



Royal Society of **SCULPTORS**

Job Title:	Volunteer co-ordinator
Organisation:	Royal Society of Sculptors Dora House, 108 Old Brompton Road, London SW7 3RA
Pay:	£28,000 pro rata
Hours:	Two days a week (preferably Thursday and Friday)
Reports to:	Director

Royal Society of Sculptors

The Royal Society of Sculptors is an artist-led membership organization. We support and connect sculptors throughout their careers and lead the conversation about sculpture through exhibitions and events for all. The Society was created more than 100 years ago to champion contemporary sculpture and the artists who create it. The Society provides a supportive membership community to sculptors throughout their careers, offering access to expert advice, training, bursaries, residencies and awards.

We are based in London's South Kensington, a few minutes' walk from its great museums in a beautiful listed building called Dora House.

For more information see our website: www.sculptors.org.uk

Volunteer co-ordinator

In this role you will also develop and deliver the volunteer strategy and subsequently lead the volunteer recruitment drive.

The main duties are:

Volunteers:

- To lead the volunteer strategy for the Society which supports the aims of the organisation
- To review policies and processes for the recruitment and management of volunteers
- To recruit volunteers, deliver induction programmes and provide appropriate and regular training

- To maintain the volunteers contacts database, ensuring DBS checks and references are processed
- To accurately record and report on volunteer hours
- To actively engage with the volunteers through regular communication and events
- To contribute to the development of the Society's capital project with regard to the engagement of volunteers
- To work with colleagues to ensure all volunteering activities are undertaken in accordance with appropriate Health and Safety standards

General:

- To cover the first point of contact for RSS Members and the public by telephone and email
- To organise the maintenance of building and office equipment, ordering of supplies and general administration such as post
- To attend relevant training opportunities and participate in appropriate networks
- To carry out any other duties that may be reasonable required

Knowledge, skills and experience:

- Knowledge of current best practice in volunteering
- Excellent written and verbal communication skills with strong attention to detail
- Experience in budget management
- Experience of supervising/managing people in the workplace
- Ability to work closely and effectively with a small team
- Knowledge of and commitment to providing equal access for all
- Strong time management skills with the ability to prioritize effectively
- IT literate with knowledge of MS Office software packages (e.g. Word, Excel, PowerPoint, Outlook etc) and design packages (e.g. Photoshop, Publisher & Dreamweaver etc)

To apply, please submit a letter of application outlining your experience and suitability for the role (no longer than two sides of A4) and send it with a copy of your CV to: director@sculptors.org.uk

The deadline for this application is Friday 16 August at 5pm.

Interviews will take place at the Society on Thursday 22 August 2019.