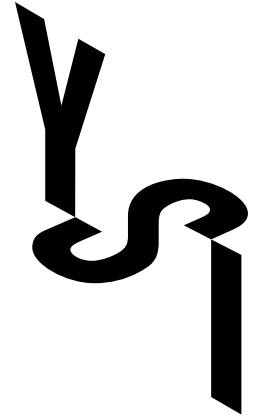


# YORKSHIRE SCULPTURE INTERNATIONAL



## Volunteer Coordinator

### Job Description

Job Title:	Volunteer Coordinator, Yorkshire Sculpture International
Reports to:	Producer, Yorkshire Sculpture International
Location:	The Art House, Wakefield and Leeds
Contract:	Part time (21 hours per week) Fixed term contract of 8 months from February 2019
Salary:	£8,800 for the 8 month period 3 days (21 hours a week) (£22,000 p.a. pro rata)
Application deadline	Monday 14 January 2019 at 10am
Interview date	Monday 28 January 2019 in Wakefield

### About Yorkshire Sculpture International

A festival of sculpture across Leeds and Wakefield  
22 June – 29 September 2019

Yorkshire Sculpture International is the UK's largest dedicated sculpture festival, a series of exhibitions, international commissions, events and learning programmes not seen on a scale anywhere else – with sculpture in its broadest forms on display across four major venues and in unexpected places within the public realm.

With funders including Arts Council England, the festival is a product of Yorkshire Sculpture Triangle, and builds on the profile, strengths and collections of four partner venues:  
Henry Moore Institute, Leeds Art Gallery, The Hepworth Wakefield, Yorkshire Sculpture Park.

More than that, though, YSI builds on the growing profile of Yorkshire as a cultural destination and on the cultural ambition behind the Leeds 2023 bid. Summer 2019 sees the launch of YSI, and it is hoped that the festival will grow into a regularly reoccurring event. It is next planned to be part of Leeds 2023.

[yorkshire-sculpture.org](http://yorkshire-sculpture.org)

## **Overall purpose of the role**

As a member of a small team, this role provides project co-ordination for the volunteer programme for Yorkshire Sculpture International (YSI) in line with the strategic priorities and core values of the Yorkshire Sculpture Triangle (YST) partners (Henry Moore Institute, Leeds Art Gallery, The Hepworth Wakefield and Yorkshire Sculpture Park).

Volunteers play a key role in the delivery of Yorkshire Sculpture International and we expect to work with at least 50 volunteers based across the partner galleries and in the public realm, offering a range of roles during the festival. This is your chance to shape the programme and the first Yorkshire Sculpture International. You will work with the Producer and the Engagement Curator to plan and deliver the YSI volunteer programme.

With the Marketing Manager you will recruit volunteers and undertake promotional activities to raise awareness of Yorkshire Sculpture International's volunteering programme. Co-ordinating training for the volunteers and building a team, you will successfully deliver volunteer-led events throughout the duration of the festival's public programme, including the launch weekend and other key dates throughout the 100 days of the festival.

## **Main Responsibilities**

The Volunteer Coordinator is responsible for the development, implementation and evaluation of the volunteer programme for Yorkshire Sculpture International 2019.

- Create a plan for Yorkshire Sculpture International's volunteer programme
- Work with the YSI team to identify volunteer roles and numbers
- Oversee the recruitment of volunteers
- Develop the learning programme for the volunteers in partnership with the Engagement Curator
- Lead the training programme for the volunteers
- Develop and review templates and documentation for the volunteer programme
- Oversee the design, print and delivery of the volunteer uniform
- Advertise opportunities
- Respond to enquiries
- Review applications with the YSI team
- Schedule and host interviews
- Devise and deliver the induction and training programme for the volunteers
- Schedule the volunteer rota
- Ensure the smooth running of the volunteer programme, liaising with volunteers, partner galleries and the public
- Contribute to monitoring and project evaluation, including collecting information, analysing data and producing reports

- Work within allocated budgets, resources and timeframes
- Assist with the distribution of promotional materials, co-ordinating postage and flyering
- Represent Yorkshire Sculpture International at key promotional events.
- Promote Yorkshire Sculpture International at all times, to advocate the value of the organisations to key stakeholders, visitors and the people of Leeds and Wakefield.
- Maintain good working relationships with the YSI institutional partners, as well as artists, stakeholders and funding partners.

### **Special Circumstances**

Out-of-hours attendance at events associated with the programme will often be required

### **Other information**

- Carry out all duties in accordance with Henry Moore Foundation's Equal Opportunities, Access, Employment, Safeguarding, Health and Safety Policies
- Undertake any other duties as reasonably required by the Yorkshire Sculpture International team

### **Person Specification**

#### **Essential skills and attributes:**

- An excellent track record of working with and managing large teams of people, preferably with experience of working directly with volunteers
- Proven experience of project coordination, including the ability to schedule across venues
- Experience of running training sessions or working in a mentoring role with a range of people
- Good working knowledge of current visual art practices in the UK and internationally, with a particular interest in sculpture
- Ability to communicate clearly and confidently
- Strong administrative skills and a high degree of computer literacy – knowledge of Windows-based applications, able to use word-processing, database, spreadsheet, internet and email applications
- Excellent organisational skills, able to prioritise a wide range and high volume of activities and use available resources to ensure tasks are completed accurately and to deadline
- Able to work on own initiative, identify problems and find effective solutions
- Able to work to a high standard in order to meet deadlines, with responsibility for monitoring budgets.
- A good pro-active team worker, with a friendly manner, able to work effectively independently and as part of a team.

- Able to form strong working relationships with people across different specialisms.
- An interest in third sector opportunities, volunteer programmes and career development

Yorkshire Sculpture International is committed to equality of opportunity for all staff and to building a diverse workforce. Applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

#### BASIC TERMS AND CONDITIONS

1. This position will be offered on a 21 hours a week fixed term contract for 8 months.
2. The salary offered for this position is £8,800 (£22,000 p.a. pro rata).
3. The normal working week is 21 hours, worked between Monday and Friday; however additional hours will be required to support the programme. There will be no additional payment for hours worked in excess of normal hours of work, though where significant additional hours are worked, time off in lieu may be requested from the line manager. No payment will be made in lieu of un-used 'time off in lieu'.
4. 23 days paid leave pro rata plus all bank holidays in England in addition to contractual leave, an additional 3 days discretionary leave may be offered at the discretion of the Employer between Christmas and New Year when the administration offices are usually closed. The leave year runs from 1 April to 31 March.
5. Within the first three months of employment, new employees will be auto-enrolled into the NEST pension scheme. Both the Employee and Employer will be required to make contributions as follows:
  - a. *from 1 April 2018 to 31 March 2019 the Employee will contribute 3% and the Employer will contribute 2%;*
  - b. *from 1 April 2019 onwards the Employee will contribute 5% and the Employer will contribute 3%.*
  - c. All employees are advised to make contributions into a pension scheme. You may opt out if you chose to do so. Further details will be given to appointed candidates.
6. There will be a probationary period of 2 months.
7. Notice period of one calendar month or two weeks during the probationary period.
8. The place of work will be at The Art House, Wakefield; with some working required across all partner venues in Leeds and Wakefield. All business-related travel expenses will be reimbursed.
9. The selected candidate will be required to provide a passport and proof of address and/or other evidence, such as a work permit/visa, to show that s/he is eligible to work in the UK.