

Role Title:	VOLUNTEER COORDINATOR for SOCIAL IN THE GARDENS 2018
No of positions:	2
Closing date:	1 June 2018 or sooner if positions filled
Responsible to:	ESE CHIEF EXECUTIVE
Where (Location):	ESE OFFICE (address as above) and ROSS BANDSTAND, PRINCES STREET GARDENS, EDINBURGH
Time commitment:	<p>We are looking for 2 individuals who can commit approx. 2-3 hours each per week until week commencing 16 July 2018.</p> <p>From 16 July, there will be a need for additional hours for preparation and induction.</p> <p>Friday 27 and Saturday 28 July 2018; we will require 1 volunteer coordinator on site during the opening hours and set up/close down of the festival which are 8.30am – 9pm each day. Hours will be agreed between the 2 volunteers and the Chief Executive.</p> <p>Post event there will be approx. 6 hours required to complete expense records and evaluations.</p>
Role description:	<ul style="list-style-type: none"> • To assist the Chief Executive to recruit and induct a team of volunteers for SitG18, including undertaking necessary reference and other checks that may be required for all volunteers. • To liaise with the other volunteer coordinator to ensure there is a volunteer coordinator on site to support and supervise all volunteers during the opening hours and set up/close down of the festival. • To help make SitG18 an outstanding success by helping make the event run smoothly and create a fun, safe and welcoming environment for members of the public, including visitors to Edinburgh.

Main tasks:	<ul style="list-style-type: none"> • Recruit volunteers • Design and deliver induction sessions to volunteers • Establish and manage a volunteer rota for the event • Support and supervise volunteers during the event • Issue meal vouchers and expenses to volunteers and maintain records • Undertake an evaluation of the volunteering experience and seek feedback from volunteers and those benefitting from the volunteers' support • Debrief volunteers
Required skills, qualities and experience	<ul style="list-style-type: none"> • Ability to communicate effectively with a range of people, including co-volunteers, market traders, performers, guests and members of the public. • Supervisory skills or experience desirable • Experience of handling petty cash • Ability to problem solve, think on feet and be proactive in making decisions • Ability to work autonomously and lead a team • Commitment to work in compliance with ESE policies and procedures
Training and support available:	<p>You will be given induction training prior to the event.</p> <p>You will receive support and guidance before and during the event from the ESE Chief Executive.</p>
Other Requirements	Minimum age for this role is 18
Reimbursement of expenses	<p>Out of pocket expenses will be reimbursed as follows;</p> <ul style="list-style-type: none"> • A minimum of 4 hours volunteering per day has been undertaken • Where possible and cheaper, public transport should be used • Where public transport is not feasible, or will be more expensive, car mileage of 45p per mile can be claimed • Where an individual chooses to use their own car, rather than public transport, a lower mileage of 20p per mile will be payable • A lunch voucher will be provided for each day you volunteer for 4 hours or more (2 vouchers for longer shifts, although a break must be taken between shifts) • Any other reasonable out of pocket expenses incurred in order to fulfil the role of volunteer coordinator • All out of pocket expenses must be approved in advance. • All claims must be submitted to the Chief Executive on the appropriate form with original receipts attached.

Benefits to volunteer	<ul style="list-style-type: none"> • Highly transferable skills will be gained in managing a large team of volunteers at a high-profile event. • Develop skills and experience in volunteer recruitment, induction, supervision. • Through networking/communication with a range of individuals and groups, volunteers will have the opportunity to develop a range of skills in communication, problem solving, group work, event stewarding, record keeping and evaluation. • Make a difference to communities of need across Edinburgh. • All volunteers will be given a unique event T-shirt, meals and refreshments (as per conditions detailed above).
Recruitment process:	Application form, informal interview, references
Date role created:	22/06/17