

Placement and volunteer coordinator – Job description

Line Manager	Head of Young Peoples Programmes
Salary	£21,000 pro rata
Terms and Conditions	Part time 2 days per week (14 hours) 12 month fixed term contract.
Location	DaDaFest office in Liverpool City Centre and other locations off site as required.
Safeguarding	This organisation is committed to safeguarding the children, young people and adults we work with. As part of our commitment to safeguarding, we apply a safer recruitment process to all our posts and appointments. This post will be subject to an up to date, satisfactory, enhanced DBS check with a check against the barred list for children and adults.

Background

DaDaFest is a pioneering disability and Deaf arts organisation, unique in our focus and in the scope and scale of our work and ambitions. Based in the heart of Liverpool, we have built a national and international reputation for delivering high quality and accessible events and projects including a critically acclaimed festival programme.

We believe that disability is a social issue – it is systemic barriers, negative attitudes and exclusion by society (purposely or inadvertently) that are the main contributory factors in “disabling” people. Through stimulating and supporting excellent disability and Deaf arts from a wide variety of cultural perspectives, our aim is to promote and improve the social understanding of disability.

Job Purpose

The Post Holder will be responsible for coordinating adult volunteers and work placements with children under 18 and adults as part of our artist development programme. This programme supports the delivery of DaDaFest International and Young DaDaFest. It will include administration and logistics tasks, arranging access

and travel support for participants, evaluation and monitoring for the project and supervision of staff, support workers and volunteers. The post holder will be the main point of contact for children and young people on placements, volunteers and all partners involved in the project.

Main Duties and Responsibilities

- 1 Leading on recruitment of volunteers for DaDaFest International and our Artist Development projects. Being the main point of contact for volunteers, maintaining records, and monitoring information throughout the projects. Supporting the volunteers and creating volunteer rotas.
- 2 Working with the DaDaFest Senior Management team to implement and co-ordinate our volunteering programme, making sure all procedures and policies are adhered to and up to date.
- 3 Negotiating work placement opportunities with organisations for young people, organising any logistics for placements and monitoring progress.
- 4 Supervising volunteers, young people and access support staff at project events.
- 5 Working closely with the Head of Young Peoples Programme to enthuse and develop the volunteer and young peoples' skills, encouraging and empowering them in their development and signposting them to employment & further learning opportunities.
- 6 Ensure logistics are on track, documenting projects and collecting evaluation data including collating information for use in reports and promotional items.
- 7 Co-ordinating and attending meetings to make sure we are reaching our aims objectives and targets.
- 8 Supporting the ethos of DaDaFest, and implementing its policies, practices and procedures.
- 9 Undertaking relevant training and other forms of staff development.
- 10 To carry out other duties as necessary for the development of DaDaFest.
- 11 Working towards fulfilling tasks as detailed within DaDaFest's annual Business Plan.



Placement and volunteer coordinator - Person Specification

All points on the Person Specification are important but those marked 'E' are the essential requirements for the job. You should pay particular attention to these points and provide evidence in your application of how you meet these requirements.

Those marked 'D' are desirable but you should also demonstrate how, or if, you meet those requirements.

Any candidate who is a disabled or d/Deaf person and who can demonstrate that they meet all of the essential criteria in the person specification is guaranteed an interview.

Qualifications and Knowledge	
GCSE English and Maths	E
Arts, youth, mentoring or community work training	D
Volunteering coordination or management training	D
Experience	
Experience of working with children, young people and adults in creative industries or charity environment	E
At least two years' experience of coordinating projects or events in paid or un-paid capacity	E
Knowledge of office management systems and procedures	E
Experience of setting up volunteering and work placements policies and procedures	E
Knowledge of the charity, social enterprise or public service sector	D
Experience of working with young disabled/Deaf people including those with long term health conditions	D
Knowledge of the Social Model of Disability and/or Deaf awareness	E
Knowledge and experience of safeguarding children, young people and adults	E
Skills and Abilities	
Effective communication and interpersonal skills	E
Excellent time management skills and an ability to multi-task and prioritise work	E
Ability to plan own work, work on own initiative and meet deadlines	E
Ability to work as part of a team	E

If you require this information in an accessible format, please contact the DaDaFest office

DaDaFest



Attention to detail and high level of accuracy.	E
Ability to handle sensitive and confidential information in an appropriate manner	E
Excellent administration skills including report writing, recording and analysing quantitative and qualitative data	E
Good level of computer literacy including MS Office	E
Ability to co-ordinate groups of young people, staff, and volunteers and to encourage and motivate individuals and groups	E
Other	
Flexible availability with the ability to work at weekends and evenings	E
Genuine commitment to the ethos of DaDaFest and implementing its policies and practices	E

Further information and application forms are on the DaDaFest website:

www.dadafest.co.uk