



## **VOLITION COMMUNITY VOLUNTEER COORDINATOR SALFORD CATHEDRAL JOB DESCRIPTION**

### **General**

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| <b>Reports to:</b>        | Volunteer Manager at Volition and the Dean of Salford Cathedral  |
| <b>Cathedral contact:</b> | The Dean of Salford Cathedral,   |
| <b>Salary:</b>            | Between £30,000 & £35,000 - includes all on costs and a 10% employers pension contribution   |
| <b>Hours of work:</b>     | 37 hours per week, including some evening and weekend work   |
| <b>Principal role:</b>    | To recruit, train and manage the volunteers at Salford Cathedral, ensuring maximum benefits are achieved for Volition Community, the institution and for the individual volunteers. To develop and enhance the employer partnerships with Volition Community |
| <b>Location:</b>          | Salford and Manchester Cathedrals', its precincts, Manchester Cathedral Visitor Centre including the Hanging Bridge, Manchester Central Library and the Cenotaph   |

### **Main tasks**

1. To recruit volunteers of all ages, (over 18 years of age) educational backgrounds and walks of life to support the welcome, hospitality and community outreach programme of Salford Cathedral, including target numbers of the long-term unemployed for Volition Community.
2. With the Manager of Volition Community and the Director of Volition ensure that each volunteer is given induction and training appropriate to their individual circumstances and are allotted tasks suitable for their individual targets and aspirations
3. To manage the volunteers, including the setting and implementation of rotas for welcomers and guides, the day to day activities of the Volition Community volunteers, and reviews of performance

4. In collaboration with Salford Cathedral's communications team, develop a forward-looking and flexible marketing and communications campaign for volunteering at Salford Cathedral, with targets for year on year increases in visitor footfall and sustainable revenue generation
5. To work with the Dean of Salford Cathedral and the manager of Volition on raising the profile of the Cathedral as a visitor and heritage destination and a centre of volunteer excellence for the future
6. To work with the Director of Volition Community on the delivery of the visitor offer in partnership with the museum and galleries in Greater Manchester
7. To prepare regular and informative statistical and qualitative reports on all aspects of the progress of the volunteer team, including discussions about continual career progression and personal development of all volunteers in relation to their individual circumstances
8. To nurture and implement a community team spirit and modes of operation amongst all Cathedral volunteers, including mentoring and role modelling, and to ensure this approach is integrated into the long-term development of the Cathedral
9. To undertake such other tasks as are appropriate to the role as required by the Dean of Salford Cathedral, the Director of Volition Community and the Manager of Volition Community

### **Qualifications and experience**

- Applicants need not necessarily be graduates, but should have professional qualifications suitable for the development and training of volunteers at all levels or none of competence and expertise, coupled with at least five years' work experience in the field of volunteering. This may include consideration of applicants who have themselves been volunteers and who can give evidence of the skills they have acquired in the process. A qualification in tourism or guiding would be an advantage.
- A thorough knowledge of the Greater Manchester Combined Authority or evidence that the applicant is capable of quickly obtaining such knowledge
- A working knowledge of current legislation relating to volunteering and long-term unemployment

- Good literacy, numerical and i.t. skills
- Sound budget management

### **Personal qualities**

- a. Leadership and empathy for others combined with strong management skills
- b. A commitment to the role and contribution of volunteers
- c. A willingness to work within the ethos of the Roman Catholic Church and the Church of England
- d. Strong personal motivation, coupled with the ability to work on own initiative within a policy framework set by the Diocese/
- e. Ability to work closely with Cathedral staff and officers, including prompt identification and sharing of problems for individual volunteers or for the programme as a whole
- f. A cheerful and upbeat disposition

### **Details**

- The role holder works from offices that are part of the Salford Cathedral Campus and Manchester Cathedral complex
- Working hours – Monday to Friday, 9am to 5pm, with flexibility for some weekend or late finish working
- 25 days Holiday, in addition to statutory provision
- The role will be for an initial period of one year fixed term, subject to review and consideration for a permanent post

### **Recruitment Process**

- If you're interested in the role and believe you have the required skills and experience, please send your CV with a covering letter to Anthony O'Connor, Director, Volition Community, Manchester Cathedral, Victoria Street, Manchester M3 1SX or by email to [anthony@volitioncommunity.org](mailto:anthony@volitioncommunity.org)
- Applications will need to be received no later than Monday 9 March 2020
- All candidates will be contacted by Friday 13 March to indicate the status of the application

- Interviews will take place on Friday 27 March at Salford Cathedral, candidates selected for interview should expect to give a 10 minute presentation on how they would develop and deliver this role
- Start date – ASAP, candidates' notice periods will be accommodated