



VOLUNTEER & EVENTS COORDINATOR POST

JOB DESCRIPTION

JOB TITLE: Volunteer & Events Coordinator

LOCATION: LS7, Leeds

HOURS: 20 hours per week – weekday or weekends (occasional evenings)

SALARY: £5,000 over 6 months

TYPE OF CONTRACT: Fixed Term, Freelance (with possibility of renewal based on funding)

DURATION OF CONTRACT: 6 months (with possibility of renewal)

RESPONSIBLE TO: Executive Committee

EXPECTED START DATE: 1 March 2021

The Jamaica Society (Leeds) delivers a programme of activities to support the most vulnerable within the African Caribbean community in the city. We run a Care Group which supports the elderly, sick, housebound, hospitalised, disabled and isolated. We support those who have been recently bereaved and are carers for the sick, disabled and/or elderly. We provide culturally appropriate support and cultural, heritage and social activities for older people in our community. We want to be able to continue this support during the covid-19 crisis. But we need a larger pool of volunteers and the development of innovative covid-ready activities to support and remain in touch with this vulnerable group of people. We are looking for a Volunteer and Events Coordinator to lead on recruiting volunteers and delivering social and cultural activities for older people and ways of staying in touch with the target group throughout the pandemic.

MAIN TASKS

- Lead on recruiting volunteers for this project.
- Lead on the induction of volunteers, volunteer agreements and code of conduct.
- Lead on all aspects of the day-to-day administration and supervision of the volunteers and their work.
- Organise volunteer rotas - observing workplace and covid-19 safety regulations.
- Monitor, support and motivate volunteers to achieve their work.
- Work with the Executive Committee to achieve the targeted work.
- Monitor and review the workplans for the volunteers.
- Plan, deliver and evaluate activities and events from idea through to successful completion.
- Create new online, postal and phone activities for those who need to social distance or during periods of lockdowns.
- Book and manage sessional workers (facilitators, creatives, presenters including online).
- Monitor and report on events and activities attendance, volunteer and sessional staff hours.
- Take lead responsibility for the care, cleanliness and security of Jamaica House during use.
- Build relationships with other organisations, stakeholders, city council and charities.

- Prepare weekly update communication to the Executive Committee of activities, progress and needs.
- Prepare monthly reports of key events and activities for the Executive Committee.
- Work flexibly as may be required for the duration of the contract.
- Adhere to the Society's Policies (including but not exclusively) Equality & Diversity, Confidentiality, Data Protection, Health & Safety, Food Hygiene and abide by our Code of Conduct. You will positively practice the principles of these policies when working with supervisors, colleagues, volunteers and members of the community.
- Ensure volunteers and sessional workers have up to date DBS check and organise DBS checks for volunteers.
- Be responsible for ensuring their own safety and the safety of the volunteers, participants and sessional workers in line with the covid-19 regulations and restrictions.

SKILLS, EXPERIENCES & REQUIREMENTS

- Experience in youth work, community work, business administration or events coordination
- Experience in volunteering on community projects, organisations and events
- Excellent communication skills and the ability to motivate others
- Committed to treating people with respect and preserving their dignity
- Experience working with older people and understanding their needs
- Strong interpersonal skills, to deal with a diverse range of people
- Experience of managing or coordinating projects and volunteers (paid or unpaid)
- Understanding the needs of volunteers
- The ability to deal with information in a confidential manner and respond with sensitivity
- Good organisational skills and the ability to manage a variety of tasks
- Strong administrative and IT skills, and an ability to maintain records and produce clear written and oral reports and scheduling rota
- A flexible, fair and non-judgemental approach to people and work
- Knowledge of health and safety and safeguarding
- Current clean DBS check

HOW TO APPLY

Please submit a CV (3 pages maximum) along with a one-page cover letter to hello@jamaicasocietyleeds.co.uk. If you have any queries, do contact us on: 07885117712

Deadline for submission: Friday 5 February 2021

BACKGROUND INFORMATION

The Jamaica Society (Leeds) is a registered charity formed in 1977 out of a need to provide educational, cultural, social welfare and essential community activities for mainly British people of Jamaican/Caribbean heritage living in Leeds and those who support the aims of the Society.

The main aims of the Society are to promote any charitable purpose for the benefit of the inhabitants of Leeds and surrounding districts; in particular, the advancement of education,

the relief of poverty, sickness and distress, support for the elderly and infirm and general social welfare in order to improve the quality of life of those the Society serves.

Our main activities are: Care Group (Support Network for the elderly, sick and housebound and those living in isolation), the Choir, Annual Charity Ball, Senior Citizens Social and Cultural Activities, Health initiatives, and engagement activities for children and young people. The Society brought together 3 generations (100 participants) to document the oral history of Jamaicans in Leeds using different art forms and self-published a history book. We delivered the National Lottery Heritage Fund project, 'Eulogy' from 2019-2020 to celebrate the lives of the first generation of Jamaicans who came to Leeds and are now deceased through the eulogies and funeral programmes curated by their relatives.

The Society is a membership organisation with over 80 registered members (with an average of 50 in attendance at each general meeting), over 300 supporters and a network of people and organisations associated with the Society. General Meetings of the membership and The Executive Committee (and Trustees) meet monthly.

The Jamaica Society (Leeds) is a registered charity.
Charity No. 517636 Registered in England and Wales

Address:

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277 Chapeltown Road
Leeds
West Yorkshire
LS7 3HA

Tel No: 0113 262 6435

Website: www.jamaicasocietyleeds.co.uk

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