



Volunteer Co-ordinator job description

Job Title	Volunteer Co-ordinator
Location	Cass Sculpture Foundation, Goodwood, Chichester
Reports to	Head of Visitor Services
Part time	14 hours per week (Working 7 hours on Sunday required, other 7 hours are flexible)
Fixed term	1 year
Salary	£16,000 pro-rata
Interview date	Wednesday 23rd May

Background

Cass Sculpture Foundation is a not-for-profit commissioning and educational organisation that provides a platform for artists to achieve new levels of ambition and share their work with a wider audience.

Founded in 1992 by Wilfred and Jeannette Cass and set within twenty-six acres of beautiful West Sussex countryside, the Foundation was conceived as a unique not-for-profit organisation. It is composed of exhibition spaces, an archive, an educational resource and a commissioning body.

Committed to fostering new, as well as established talent, the organisation commissions new works every year. It is consequently home to a constantly evolving display that has included sculptures by Antony Caro, Eduardo Paolozzi, Rachel Whiteread, Tony Cragg, Antony Gormley and Sara Barker amongst others.

All the works on display are available for sale, with proceeds split equally between the artist and the charity in order to facilitate new commissions.

Each year, the curatorial team invites a selection of artists to submit proposals in the form of drawings and maquettes (small working models) for consideration. These proposals are then incorporated into the Archive collection, a unique resource available to view by appointment.

As motivated by education and the public display of outdoor sculpture as by the commissioning process, CASS is open to visitors throughout the year and organises ambitious and diverse exhibitions. The result is a pioneering not-for-profit organisation that inspires, enables and shares the output of some of the most important figures in contemporary sculpture.

Role

This is an exciting new role for the organisation. It involves the recruitment, retention and day-to-day managing of the volunteer team and its activity programme. It is an opportunity for someone who may wish to pursue a career in the arts or simply be a part of a dynamic organisation with a growing focus on public engagement. Volunteers give vital support to CASS, contributing in many ways including welcoming and engaging with visitors, helping the curatorial and grounds teams and assisting at events and workshops. The Volunteer Co-ordinator will be a key member of the wider team and organisation at large.



Responsibilities

Role-specific

- Acting as the first point of contact for approximately 15 volunteers
- Managing the volunteer diary and email inbox to ensure efficient communication
- Strengthening the volunteer team through the recruitment of new volunteers from the local area via outreach and events
- Working with other staff members to plan volunteer tasks and ensure volunteers are well briefed for the activity
- Identifying training needs for volunteers and coordinating training sessions as required
- Ensuring volunteers are inducted into relevant procedures for their role i.e. health and safety, manual handling, data protection
- Preparing monthly reports of volunteer hours given and tasks achieved
- Writing an annual review to record successes and improvement plans for the volunteer programme

Other

- Front of House cover -welcoming visitors to CASS
- Ensuring visitors are registered accurately through the till system
- Actively learning about the organisation, exhibited works and annual programme, in order to talk confidently to all visitors
- Supporting the delivery of income generating events onsite
- Adhering to the organisation's policies, including health and safety and privacy and data protection in relation to its staff, volunteers and clients

Required

- Ability to manage own workload
- Strong communication and interpersonal skills
- Reliable and committed
- Positive and helpful attitude
- Excellent attention to detail, organisational and administration skills
- An interest in art
- Confident with general I.T and using Mac systems
- Experience of managing people.
- Experience as a volunteer coordinator/event planner preferred.