



Job description

Volunteer and Events Coordinator

Full time 40 hours per week

Gatton Park is a 260 acre estate owned by a charitable foundation called "The Royal Alexandra and Albert School". The role of this foundation is to support a state boarding school with approx. 1000 pupils.

The Gatton Trust is a registered charity which works alongside the school to restore and maintain this historically important landscape and to share it with the local community.

Accountable to: Chief Executive

Accountable for: Volunteers

JOB PROFILE:

The role is to oversee the recruitment and management of all Gatton Trust Volunteers and to manage a diverse programme of events including Open Days, special events, workshops and guided tours.

JOB PURPOSE:

- To maximise volunteer participation through a positive and supportive approach with a high degree of initiative to volunteer recruitment, motivation and administration
- To maximise visitor numbers, enjoyment of the park and revenue through the organisation and coordination of a number of events

KEY RESULT AREAS:

The post holder shall:

Volunteer Recruitment and Management

- Manage the volunteer workforce under the direction of the Chief Executive to help the Gatton Trust achieve its charitable objectives
- Work with external charities, community groups and agencies to recruit volunteers as required
- Cultivate an inclusive environment which is both friendly and supportive
- Provide day to day support for volunteers and extra support for those

volunteers who need it

- Work with vulnerable adults to support their volunteering including liaising with agencies that work with them
- Be responsible for ensuring all volunteers are recruited in accordance with the safeguarding/child protection policies of the RAAS including the completion of a DBS check
- Maintain databases of volunteer records in accordance with GDPR
- Produce all volunteer communications including monthly e-bulletins
- Organise volunteer socials including the annual BBQ and Christmas party
- Ensure volunteer rotas run smoothly and lead teams of volunteers at events
- Liaise with local companies and the Park and Gardens Manager to coordinate corporate volunteering
- Develop new volunteering opportunities and arrange volunteer training days with the Chief Executive and Park and Gardens Manager

Events Planning and Management

- Manage a diverse programme of events for the public
- Organise and duty manage the Trust's monthly Open Days held on the first Sunday of the month
- Project manage the Gatton Country Fair, the Trust's biggest fundraising event of the year, held on the first Sunday in July
- Plan creative concepts for large scale family events including the Easter Egg Hunt, Halloween and Santa's Grotto
- Ensure the smooth running of smaller scale events including Tea in the Japanese Garden, guided tours and workshops
- Work with the Chief Executive to devise innovative events
- Produce and distribute the biannual events leaflet and quarterly e-newsletter
- Update and maintain the Gatton Park website and ensure that the park has a strong online presence
- Write press release for key events and projects
- Design and print promotional banners and flyers
- Manage the Gatton Park social media accounts and create content to capture the varied work of the Trust
- Train and supervise volunteers who assist with events and marketing

Community and Visitor Engagement

- Liaise with and establish good active working relationships with local organisations, the local community, National Trust and RAAS staff
- Work to ensure Gatton Park is well connected in the local community
- Attend external events to represent and promote the Trust

Finance and Administration

- Ensure all cash handling and card machine transactions are carried out in a safe and efficient manner using correct procedures

- Carry out some financial administrative tasks such as PayPal
- Create quarterly reports for the trustees including key statistics and areas of progress

Health and Safety

- Take reasonable care for the health and safety of yourself and of others
- Ensure all aspects of Health and Safety are carried out to national regulations and standards and that Gatton Trust/RAAS policies on Health and Safety are fully implemented
- Write and implement risk assessments and other safety works as directed by the Chief Executive

General and Administration

- The employee is expected to work at weekends or in the evenings as necessary for events, Open Days (first Sunday of the month Feb-Oct) and other activities with time off in lieu as agreed with the Chief Executive
- Be accountable for own development through the Performance and Development Review (appraisal) process seeking out opportunities to learn new skills. Undertake training courses, workshops etc as and when required

In addition, all employees are expected to work within the terms of their contract of employment and adhere to Gatton Trust/RAAS Foundation policies and the Required Ways of Working.

DIMENSIONS OF THE ROLE:

Gatton Park Internal Contacts

- *Chief Executive, Park and Gardens Manager, Park Warden, Education Team, HR, Cleaning, Harrison Catering, Maintenance, Finance*

External Contacts

- *Park visitors, local charities, community groups, corporate groups and other relevant external agencies and partner organisations*