

“acta

Volunteer Coordinator recruitment pack Winter 2023



What is this pack for?

We're looking for someone who is friendly and well organised, who can volunteer about one day a week to help us co-ordinate our volunteers.

We were recently awarded The Queens' award for voluntary services thanks to our incredible team of volunteers and you'll be helping us keep in touch with them all, get the best from them, and ensure they get the best from us in return.

You'll help us find new volunteers, co-ordinate our existing volunteers and help us keep on top of the necessary paperwork.



What is acta?

Since 1985, we have been working to bring together people from different cultures, experiences, and generations to make and share creative work. To do this we run several different regular open access creative groups, often with a focus on theatre, in Bedminster and beyond. We believe creativity belongs to everyone, and everyone has a story to tell. acta is a place where everyone's story matters, where individual opinions and experiences count, and are valued by others. We enable communities to share their stories, and engage audiences who rarely attend theatre.

We have a theatre in Bedminster from where we currently run nine of our thirteen weekly creative groups. For the other four (in Lockleaze) we travel to them. In our building we also have a café, currently used for refreshments during shows but also a weekly hot meal for local older people, helping alleviate social isolation. On Thursdays, we open it as a Creative Wellbeing Café.



What you'd do

This role will be based in the acta centre, Bedminster, BS3 3AY. You'll have a desk in the office and have use of our other building spaces.

Hours: 7.6 hrs per week working flexibly

Reports to: acta Director and specific project managers

This is a voluntary role. Volunteer expenses, such as travel, can be remunerated

You can learn more about our current staff team and our board here: [Who We Are \(opens in a browser\)](#)



Responsibilities

As this is a new role, these responsibilities can be shaped by you, but the following are the things we're specifically looking for help with:

- To organise the recruitment, screening, training/induction and ongoing development of volunteers
- To keep accurate volunteer records, maintaining a database of volunteers, and (together with office staff) deal with the administration associated with volunteers
- To conduct DBS checks on potential volunteers as part of the screening process, in collaboration with acta's safeguarding lead
- To create a sense of teamwork and belonging, communicating with and motivating volunteers in person, and through print and digital contexts
- To create and implement a volunteer schedule ensuring all projects are fully volunteer-staffed where needed
- To communicate with volunteers regarding the volunteer schedule
- To coordinate the activity of volunteers with a focus on our Making Time 2 project, The Creative Wellbeing Café, and Front of House duties
- To be the first point of call for acta volunteers
- Attending and reporting to company and/or project meetings where appropriate

How to apply

If you like what you've read, and you think you can help us then we'd love to hear from you.

You can apply by contacting our Director, Oliver Jones, telling us who you are, why you're interested in the role and what skills and experiences you could bring.

We're open to receiving this in various formats - we know that written communication isn't for everyone. You could:

- send us an email or letter
- record a short video or audio file
- create a portfolio of your skills and experiences
- anything else you can think of!

We just ask that it can be something we can review in our own time, revisit, and takes less than five minutes to read, watch, listen to, etc.

To apply:

Email | oliver@acta-bristol.com

Call us | 0117 953 2448

Social media | Twitter and Instagram @actatheatre

Facebook @actacommunitytheatre

Postal address | acta, Gladstone St, Bedminster, BS3 3AY