

Music Alive Job Description

Post	Volunteer Facilitator
Reports to	Director
Responsible for	Volunteers

General duties and responsibilities

The post-holder will be required to plan, develop and organise a range of appropriate and interesting volunteering opportunities at Music Alive. These opportunities are open equally to those with and without disabilities. S/he will recruit, place and support volunteers to work Music Alive.

Specific duties and responsibilities

Work with the Director to maintain, plan and develop the range of volunteering opportunities at Music Alive that best achieves Music Alive's charitable objects;

Include other stakeholders in the planning process;

Liaise with volunteers and their 'communicators' to ensure that they understand their roles and responsibilities and know when and how they will fulfil them;

Ensure the volunteers have the necessary support during their time at Music Alive, either by providing hands-on support yourself or by co-ordinating other appropriate support;

Set up and deliver training opportunities for volunteers;

Maintain and create electronic records documenting and communicating volunteer activity and achievements.

Ensure volunteers' transport needs are met satisfactorily;

Ensure volunteers' out of pocket expenditure is reimbursed within the volunteer development project budget.

Publicise the scheme appropriately to potential volunteers and local agencies;

Recruit new volunteers including people with and without disabilities;

Ensure the implementation of Music Alive policies;

Provide quarterly reports and summaries of the project's progress;

Attend staff and Trustees' meetings as required;

Support funding applications to fund the continuation of the Volunteer Development Project from November 2009 onwards as required.

To participate in appropriate professional development opportunities.

Person Specification

Equal Opportunities

The post-holder will be committed to equal opportunities in all aspects of the work. (E)

Skills and knowledge

The post-holder will have:

Good time management and self-organisation (E)

Ability to work and collaborate with others (E)

Ability to communicate and build relationships with a wide variety of people (E)

Ability to motivate and infect others with your enthusiasm (E)

An understanding of the social model of disability and an understanding of the issues that affect disabled people (E)

Ability to do own administration using ICT (E)

Ability to manage budgets (E)

Musical skills (D)

Experience

The post-holder will have:

Experience of being a volunteer (E)

Experience of managing volunteers (D)

Experience of working with people with disabilities (E)

Experience of the voluntary arts (D)

Education

The post- holder will:

Be educated to degree level or have equivalent work and learning experience (E)

Be willing to undergo training and professional development as determined by Music Alive (E)

The post-holder will be required to undertake an enhanced CRB check

D = Desirable

E = Essential