

### Volunteer and Community Department

**Role Title:** Recruitment Team Member  
**Reports to:** Emma Birks, Volunteer and Community Outreach Officer  
**Purpose of role:** Can you spread the word about our wonderful volunteering opportunities? We are looking for people who love socialising and going to different venues to promote The Shakespeare Birthplace Trust to potential volunteers. You may be involved in recruitment fairs, creating leaflets and speaking to local community groups.

#### **Responsibilities:**

- Researching possible groups to target for certain volunteer roles
- Auditing our volunteering roles to see if they are still relevant
- Creating a series of interviews to our current volunteers for promotional purposes
- Attending recruitment fairs for volunteers, work experience and internships
- Attending talks and conferences if appropriate to find out about the latest volunteer recruitment issues/techniques
- Liaising with other departments such as Marketing and the Digital team to help spread the word about volunteering
- To work as part of a team to deliver talks
- To update the Volunteer and Community Outreach Officer with any developments and new opportunities for recruitment throughout the year
- To carry out specific projects as needed for example partnering with external organisations to support specialist recruitment
- To organise Meet and Greet sessions on a regular basis

#### **Requirements / skills:**

- Good people skills with the ability to talk confidently to both individuals & groups
- To be approachable to all audiences including students, young professionals and residents who have retired
- The ability to work under your own initiative to carry out research
- To be able to be a positive ambassador for the Trust
- Be a point of contact for recruitment within the local area
- Proactively engage with the local communities to promote volunteering opportunities
- To be able to use Gmail and Microsoft office
- Willingness to be flexible and adapt to new opportunities

**Commitment:**

Ideally one day a week (4 hours or more would be considered. Preferably on either Mondays/Fridays/Wednesdays

There is the opportunity to volunteer at home for this role and to have regular meetings with the Volunteer Supervisor on progress.

**Length of project or placement:**

Ongoing

**Administration points:**

- Volunteers to wear own smart clothing
- Volunteer badges will be provided
- Smoking is not allowed on site
- Food and drink is not allowed on site
- You may be asked to sign a confidentiality agreement due to volunteering within the HR teams
- You will be asked to sign our Health & Safety and IT usage policies to comply with our procedures

**Benefits of volunteering:**

- On completion of 20 hours volunteering for the Trust, all volunteers receive a volunteer card giving free entry to SBT properties and a range of discounts.
- There will be an annual service award each year for volunteers who have achieved 200 hours or more of volunteering in the previous year. This will be acknowledged by a lapel pin and certificate.
- Volunteer celebrations days and coffee morning chats will be programmed throughout the year.
- A programme of training sessions and inductions will be provided

**Authorised by:**

**Emma Birks**

**Title:**

**Volunteer and Community Outreach Officer**

**Date:**

**15/05/2017**