

**Bag Books**  
**Volunteer-Co-ordinator**  
**Job Description**

**Purpose of the role**

1. To recruit and co-ordinate the workshop-based, home-based and corporate craft volunteers.
2. To make individual pages of multi-sensory books.
3. To facilitate Build-a-Book craft days with people who have severe learning disabilities.

**Position within the organisation**

**Reports to:** Workshop Manager  
**Responsible for:** All volunteers  
**Other Key Relationships:** Craft Artists, Storytelling Manager, Chief Executive, Fundraising Manager, Finance Officer.  
**Budget responsibilities:** Co-ordinating volunteer expenses.

**Duties and key responsibilities**

1. To co-ordinate the craft based volunteers – workshop-based, home-based and corporate.
2. To develop and maintain a strong volunteer ethos, generating enthusiasm and a desire to recruit new volunteers.
3. To recruit, induct and train volunteers as required and to ensure volunteers feel appreciated and rewarded in their role.
4. To ensure the Workshop is always prepared for the arrival of volunteers and that adequate provision is made and to assist in tidying the workshop afterwards.
5. With regard to volunteer activity, to be constantly alert to cost effectiveness, to avoiding wastage of time and materials.
6. To demonstrate basic craft skills such as sewing and construction to volunteers.
7. To be the central point of contact for all volunteers – assisting them with aspects of the role and providing guidance and assurance.
8. To manage Corporate Volunteering Days (approx. 10 p.a.)
9. To ensure craft volunteers are allocated skill-appropriate tasks and that they are comfortable and happy with the tasks given.
10. In conjunction with the Workshop Manager, to ensure all working practices are safe and that volunteers are aware of Health & Safety, both in the workshop and off-site e.g. at corporate craft days.
11. To maintain a tightly controlled diary record of volunteer activity.
12. To be the key face of Bag Books with regard to volunteer activity.
13. To maintain regular contact with all home-based volunteers, ensuring they have sufficient materials.
14. In conjunction with the Finance Officer, to manager a petty cash float and provide appropriate volunteer expenses.
15. To make the individual pages of multi-sensory books using a range of craft tools e.g. craft knives, glue guns, power tools, hand tools and hand and industrial sewing machines in a clean and safe manner.
16. Together with Storytellers to run Build-a-Book days in special schools, care homes and day centres (approx. 30 p.a.)

17. To prepare materials for Build-a-Book days and assist other Craft Artists should the project develop nation-wide.
18. To report regularly, as required, to the Workshop Manager.
19. To represent the Charity at internal and external meetings when necessary.

### **General Responsibilities**

- To be aware of any opportunities to create awareness of volunteering opportunities and multi-sensory books.
- To agree and adhere to the Bag Books Staff Handbook and all Policies and Procedures, including Safeguarding Children and Vulnerable Adults Policy and Health and Safety Policy.
- To undertake any other reasonable duties as required, from time to time, by the Workshop Manager and/or Chief Executive.

Whilst the position is formally agreed on the basis of 37.5 hours per week, there may be occasions on which additional hours will be necessary (e.g. for a craft workshop at a weekend) for which overtime will be paid.

This is not an exclusive or exhaustive list. Its purpose is to provide a broad outline of the role within which the changing needs of Bag Books' work and objectives can be accommodated.

**Bag Books  
Volunteer Co-ordinator  
Person Specification**

**Essential**

1. At least two years' experience of working in a craft setting.
2. In depth experience of using craft, hand and power tools, resistant and non-resistant materials, adhesives and fixings.
3. Excellent machine and hand sewing skills.
4. A knowledge of Health and Safety considerations within a craft workshop environment.
5. At least two years' experience of working in a team.
6. Experience of working with volunteers.
7. Experience of working with people who have disabilities.
8. Good administrative skills including a good working knowledge of spreadsheets and databases.
9. Good organisational and planning skills, ability to prioritise workloads, manage competing demands; work under pressure and to tight deadlines.
10. Ability to manage own workload.
11. Ability to work with others to inspire and engage them.

**Desirable**

1. Experience of managing volunteers.
2. Confidence in using social media channels to communicate.
3. Empathy with charitable aims and a commitment to promoting our work.
4. A driving licence and access to a car.

## **Additional Information**

Volunteering lies at the heart of Bag Books. Our volunteers make a substantial contribution to our work and as it is essential that this valuable contribution is recognised and managed efficiently. We have a duty of care to ensure that our volunteers are effectively guided and managed in their roles and feel valued by the charity and inspired in their role. This is where the role of the Volunteer Co-ordinator is so vital.

Bag Books strongly believes in creating a culture of inclusion of those with special needs - encouraging them to participate in mainstream activities and to achieve their potential. Our Build-A-Book project visits special schools and adult day centres to run craft workshop days. We had funding for 50 such days in 2016 but that was exceptional. To date, all of the sessions have been in London. We are hopeful of obtaining funding to take the project across the UK. Initially, this would entail the post-holder spending a week in one of our regions, three times per year and working with the regional Storyteller. A willingness and ability to spend three weeks p.a. away from home is therefore essential.

In addition to recruiting and managing volunteers, the role also involves a large amount of creative input – in terms of book production, design and creating new multi-sensory resources.