

Volunteer Coordinator

Job Details

In the short-term the Station Manager post is vacant, and the Volunteer Co-ordinator will be expected to liaise with and report any matters to the Chair of the Board and may be expected to attend Board meetings.

Pay: £744 per month

Hours per week: 20 (flexible to meet your needs and the needs of the business)

Employment Type: Permanent Service Contract

Role Responsibilities

- Being the first point of call for all volunteers.
- Managing the intake of volunteers; including gathering reference checks.
- Delivering inspiring and informative induction sessions for new volunteers which must include covering all Voice FM and YMCA policies. The Volunteer Coordinator is responsible for checking that all volunteers understand the policies and that the relevant documentation to evidence this is signed and stored securely, in accordance with GDPR legislation.
- The Volunteer Coordinator must ensure that all documents related to becoming a Voice FM volunteer (e.g. Volunteer Agreement, Development Plan, Self-Assessment) are completed and stored securely, in accordance with GDPR legislation.
- Maintaining all volunteer related documentation - in accordance with Government legislation, Voice FM policy and YMCA policy – in order to ensure best practice. Records should clearly distinguish between presenters and off-air volunteers (e.g. content creators and social media specialists).
- Facilitating training, for all aspiring presenters. It is the Volunteer Coordinator's responsibility to ensure that all presenters are of the required standard before they are allowed on-air. Volunteer presenters must be continually monitored, with their progress documented, to ensure the quality of on-air content is maintained across the station's schedule.
- In the future, when the social media budget is increased, the Volunteer Coordinator will be accountable for overseeing, improving and maintaining our social media presence. This will include responding to enquiries and coordinating the distribution of content produced by volunteers.
- Work alongside the Station Manager to identify areas of the business that could benefit from the recruitment of more volunteers and review the progress of all volunteers.

Person Specification

We are looking for an individual with the following skills and experience:

Previous experience in managing a group of volunteers/employees	Essential
Previous experience in working independently	Essential
Organised, with the ability to prioritise work and meet tight deadlines	Essential
Good communication skills	Essential
Experience within the media industry	Essential
Previous experience in a leadership role	Desirable
Good problem-solving skills	Desirable
Knowledge of the radio industry	Desirable
Previous experience using OAS Playout software	Desirable
Technical knowledge of broadcasting equipment	Desirable
Good knowledge of Southampton and the local area	Desirable

Qualifications

5 GCSE's at A*- C (including English and Maths)	Essential
A-level/Degree in a media related subject	Desirable

Application Process

Please send your CV and a covering letter, explaining why you are interested in the position, to jake@voicefmradio.co.uk. The deadline for applications is 5pm on 29th November 2019. If shortlisted, you will then be invited to an interview which will take place towards the start of December.