

Job Description: Volunteer Co-ordinator

A Creative Community History of Hounslow's Diaspora Food Markets

Creative People & Places Hounslow

Position Overview

We are seeking a dedicated Volunteer Co-ordinator to join our team on a temporary freelance basis. The role will play a crucial role in our *Food Markets Project*. The Volunteer Co-ordinator will be responsible for recruiting, inducting, and supporting volunteers who contribute to the success of the project.

The fee for this role is £6,000, worked up to 40 days at £150 per day on a freelance basis. Most of the days will need to be worked from February – September 2024. Some weekend and evening work will be required, and the role will also need to report into the project leads on Wednesdays and Thursdays.

About the project

This heritage project will focus on the food markets that serve the London Borough of Hounslow's smaller minority communities from the Asian, African and Eastern European diasporas; in particular the Filipino, Nepalese, Afghan and Polish communities.

The project will be led by locally-based artist Alexis Parinas and the Creative People & Places Hounslow Visual Arts Programme, which is curated by local people

The project will document the food cultures of Hounslow's communities using oral history and photography to capture memories and images of the markets and the people who use them. A team of volunteers from Hounslow's community will be given high-quality training in oral history techniques and documentary photography techniques, enabling them to capture this important heritage for future generations.

Responsibilities of the Volunteer Co-ordinator

Working with lead artist Alexis Parinas and the CPP Hounslow Visual Arts Producer, you will be the key point of contact supporting volunteers and their involvement throughout the project, with key responsibilities as indicated below:

- Support the recruitment of 15-20 volunteers by advertising using posters, flyers, e-mail and social media, and word of mouth, making use of existing local networks
- Assist with the delivery of up to six volunteer recruitment events
- Plan and deliver one volunteer welcome/induction event to introduce the project to confirmed volunteers
- Allocate volunteers to roles and design a workplan
- Be the main point of contact for volunteers throughout the project
- Support volunteers in attending oral history and photographic documentation training (to be led by expert facilitators)
- Accompany volunteers attending site visits to markets
- Assist volunteers undertaking extended oral history interviews
- Encourage volunteers to attend and contribute to three curatorial workshops
- Attend celebration/opening event

Document Name:	JD CPP Volunteer Co-ordinator (Working 25 01 24)		
Document Owner:		Approved by:	

- In collaboration with the Visual Arts Producer and CPP team, organise, design and contribute to midway and final evaluation sessions with volunteers
- Contribute to overall project evaluation
- Any other duties, as may reasonably be directed by the Visual Arts Producer.

Person specification

Our ideal candidate will have:

Essential

- Previous experience working with and managing volunteers, preferably in an arts or heritage context
- Understanding of, and sensitivity to the needs and motivations of volunteers
- High standard of administration and organisation relating to volunteers, including an understanding of GDPR/ data protection
- Ability to communicate with a wide range of people verbally and in written communications
- Understanding of equality, inclusion and diversity in an arts/heritage context
- Willingness to work remotely, and on site with volunteers
- Understanding of a range of evaluation techniques and data collection protocols.
- Ability to coordinate and organise events including online sessions
- Understanding of community engagement and volunteer recruitment methods

Desirable

- Knowledge of the London Borough of Hounslow and its communities
- Understanding of the diaspora communities being addressed in the context of the project
- Willingness to travel around Hounslow (either using public transport or own means)
- Understanding of oral history and photography
- Previous experience of working on a National Lottery Heritage Fund project.

To apply, please submit your CV and a cover letter outlining your relevant experience and why you are interested in this role to cpphounslow@watermans.org.uk by **midday on 18 February 2024**. Interviews will be held on **23 February 2024**.

You at your best: We want to meet you at your very best: if there's something we can do to help then please let the General Manager know: thom@watermans.org.uk

We encourage applications from individuals of all backgrounds and experiences.

About Creative People & Places Hounslow

Creative People & Places Hounslow is the exciting programme to develop arts engagement across Hounslow, part of a major national engagement initiative by Arts Council England. Since 2014, we have engaged over 1.4m people in a diverse programme of outdoor art events, festivals, workshops, exhibitions and creative workshops at creative hubs across the borough.

CPP Hounslow is a consortium led by Watermans Art Centre, and the Visual Arts Programme is delivered in partnership with the London Borough of Hounslow's Library Service.

Document Name:	JD CPP Volunteer Co-ordinator (Working 25 01 24)		
Document Owner:		Approved by:	