



## **Volunteer Coordinator**

### **Summary**

Big Difference are seeking an organised and collaborative Volunteer Coordinator to oversee the recruitment, training and supervision of volunteers for the 2022 Leicester Comedy Festival and The UK Kids' Comedy Festival.

Our festivals wouldn't exist without our team of around 50 volunteers. Each year we work with a group of students, retired people, comedy fans and others who give up their time to support the production and delivery of the festivals. Their roles are diverse; they help distribute print, staff events and work with the public, work backstage at festival events, drive comedians around the festival, work at our annual awards ceremony, support events for our sponsors and business partners and many other things. The Volunteer Co-ordinator works with our existing committed and enthusiastic volunteers, and also recruits more to support the festivals.

A key group of volunteers are the members of our awards panel. The panel see the majority of festival shows and then decide on the nominations and overall winners of the awards. There are two Panel Supervisors who co-ordinate the entire panel, and their schedules during the festival, and the Volunteer Co-ordinator will need to establish a good working relationship with the supervisors.

### **About us**

Big Difference aims to improve people's lives through comedy and laughter. Since 1994 Big Difference, a registered charity, has produced the annual Leicester Comedy Festival and in 2019 launched The UK Kids' Comedy Festival. In 2023 we will celebrate thirty years of the Leicester Comedy Festival and five years of The UK Kids' Comedy Festival.

Both festivals run every year for three weeks in February and take place in over 135 venues across Leicester. Leicester Comedy Festival is the longest running comedy festival in the UK; it features stand-up, film, poetry, spoken work and comic theatre, regularly attracting some of the biggest names in comedy. The festival supports new and emerging comedians and produces community-based events, which are an important part of its remit as a charity producing festivals and events for the public benefit.

The UK Kids' Comedy Festival brings the best of live comedy for children to young audiences and their families. It features comedy shows, workshops, pop-up interactive events and storytelling.

As well as producing the annual festivals, Big Difference also produce a year-round programme of cultural events and projects and in Autumn 2021 we opened our first venue, The Big Difference, in Leicester City Centre, programming a range of comedy, music and arts events.

### **Role Summary**

Job Title: Volunteer Coordinator

Contract Type: Part-Time, Freelance Contract December 2021 – March 2022

Reporting to: Operations Manager (Whilst this post is being recruited the Volunteer Coordinator will report directly to the Chief Executive)

Responsible for: A team of festival volunteers

Fee: £2,480

Hours: 31 days over 10 weeks.

Based at: The Big Difference offices in Leicester City Centre and remotely at festival sites around Leicester.

Purpose of the role: To recruit, train and supervise a team of festival volunteers and ensure the successful volunteer contribution to the 2022 festivals.

Key working relationships:

- Chief Executive
- Operations Manager
- Senior Producer
- Promoters, comedians, musicians and artists

Key responsibilities

- Actively supporting the Big Difference team in the recruitment of a team of festival volunteers
- Organise and oversee the training of festival volunteers
- Regularly communicate with volunteers
- Engage with and motivate the volunteers throughout the festival period and beyond
- Create and communicate Volunteer Timetables
- Supervise Volunteers during tasks where possible
- Sustain Volunteer Involvement and engagement throughout the festivals and beyond
- Administrate relevant volunteer records

- Communicate with the Big Difference team with regard to tasks for volunteers
- Communicate to the Big Difference team any issues with regards to volunteers
- Organise a satisfaction survey of the festival volunteers
- Write a post-festival report on volunteer activity
- Support the Chief Executive on the development of the long term Volunteer strategy for the organisation
- Organise the annual volunteer thank you event

#### Other

- To manage your own administration within the role
- To adhere to all Big Difference policies and procedures
- To uphold the Big Difference values of inclusivity and equality
- To act as an advocate for the organisation
- To undertake any other duties which may reasonably be required by the Chief Executive

#### Person Specification

##### Essential

- Experience of supervising or organising volunteers or teams
- Approachable, Enthusiastic and Friendly
- Good organisational skills
- Reliable
- Good verbal and written communication skills
- Ability to manage a team effectively
- Ability to engage with many different types of volunteers from various backgrounds
- A good understanding of equality and diversity
- Knowledge and experience of safeguarding

##### Desirable

- Experience of working for a charitable or non-profit making organisation
- An interest in comedy, arts and entertainment and an enthusiasm for live events
- An understanding of data protection and GDPR
- A clean driving licence

#### How to apply:

To apply for the role please send a short CV and Cover Letter outlining why you are excited by the role and what you might bring to the organisation, to [recruitment@bigdifferencecompany.co.uk](mailto:recruitment@bigdifferencecompany.co.uk)

Deadline for applications: Friday 9<sup>th</sup> December 2021

Interviews: w/c 13<sup>th</sup> December 2021