

# THE BRICK BOX

## Volunteer Coordinator, The Bradford Bubble Up

**Job title:** Volunteer Coordinator

**Responsible to:** Production Manager

**Fee:** £120/day (8 days work)

**Terms:** Self-employed freelance, contract for services

**Dates:** 6 days pre-event, 2 event days 8th & 9th September

**Contract period:** 30/7/18 - 21/09/18

**Location:** Bradford

**Contact:** [may@thebrickbox.co.uk](mailto:may@thebrickbox.co.uk)

### Description

We are recruiting a Volunteer Coordinator to join The Brick Box events team in the run up to the *Bubble Up* project. *Bubble Up* is an exciting water themed festival happening across multiple venues in Bradford city centre. The role involves identifying, recruiting and coordinating volunteers for the daytime events on 8th & 9th September. You will be expected to develop a volunteer recruitment strategy, liaise with universities, colleges, local community groups, volunteer and arts organisations to recruit volunteers, create and schedule volunteer rotas, organise and run volunteer training sessions, ensure a high quality volunteer offer and create a positive volunteer experience. You will also manage the volunteers on both event days working closely with the production team and overseeing smooth, safe and fun operations. This role will include preparation before the event days, the two-day festival as well as post event wrap-up. Candidates should be proactive and patient with excellent communication skills. It would be ideal to have relevant experience and local knowledge. The role will include some evening and weekend work.

The Brick Box is an equal opportunity employer and is committed to ensuring equal opportunities, fairness of treatment, dignity, work-life balance and the elimination of all forms of discrimination in the workplace for all staff (employees and freelancers) and job applicants. The Brick Box aims to create a working environment in which all individuals are able to make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit.

It is The Brick Box's stated policy to treat all workers and job applicants equally and fairly irrespective of their sex, marital status, civil partnership status, transgender status, sexual orientation, race, colour, nationality, ethnic origin, national origin, culture, religion, age, or disability (protected characteristics as per the Equality Act 2010). The principles of non-discrimination and equality of opportunity also apply to

the way in which staff treat visitors, clients, customers, suppliers and former staff members.

The full version of our equality and diversity policy is available upon request. The Brick Box continues to review the effectiveness of this policy to ensure it is achieving its objectives.

**To apply please send a CV and short covering letter to [may@thebrickbox.co.uk](mailto:may@thebrickbox.co.uk)**

**The deadline for applications is 5pm on 20th July 2018.**