



Saint Seraphim's Trust

Little Walsingham, Norfolk, England

Advert for Volunteer Coordinator job

An exciting opportunity has arisen for an experienced Volunteer Coordinator to help create a sustainable future for St Seraphim's Trust. We are looking for someone who has experience of community engagement and recruiting and supporting volunteers in the Arts/Cultural or Museum sector, to build a broad volunteer base at the Trust.

St Seraphim's Trust, housed in the old railway station in Little Walsingham, is home to a collection of icons and icon painting materials, a Pilgrim Chapel in the Byzantine Style and a Quiet Garden. Through looking after and displaying its collections, the Trust seeks to share its enchanting heritage with visitors of all ages.

As part of our HLF funded '*Volunteering at St Seraphim's Trust: displaying icons and reaching new communities*', we are looking for an enthusiastic Volunteer Coordinator who will recruit and develop volunteers to support the delivery of new activities in the icon gallery and Quiet Garden, manage and catalogue collections and act as stewards/welcomers. This hands-on opportunity will also provide the chance to support the refurbishment of our new icon gallery.

The right candidate will be enthusiastic, have excellent communication skills and a willingness to learn about the collections and mission of St Seraphim's Trust. They will be self-motivated and keen to see a project through from start to finish, following the Trust's HLF Project Plan.

Salary: Three years, fixed term contract. Part-time 22.5hr/week, annual salary of £13,800 (£23,000 pro-rata).

Based: St Seraphim's Trust, Little Walsingham, Norfolk

Closing date: noon Friday July 6th 2018

Interviews: Friday July 13th 2018

Application

For an informal discussion and a copy of the Job Description for this post, please contact Sylvia Batchelor on 01328 820610, or sylvia.stseraphimstrust@gmail.com

Please apply by sending your CV and a covering letter, explaining how you meet the requirements set out in the person specification, to:

**The Trustee
c/o Sylvia Batchelor
St Seraphim's Trust
Station Rd
Walsingham
NR22 6DG**

**Funding raised by
The National Lottery**
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