



Saint Seraphim's Trust

Little Walsingham, Norfolk, England

Volunteering at St Seraphim's Trust: displaying icons and reaching new communities

St Seraphim's Trust - background

St Seraphim's Trust is based in the old Railway Station at Little Walsingham in North Norfolk. Between 1966 and 2009 it was home to an iconography workshop that produced traditional hand-painted icons. The Trust aims to engage people of all ages with its unique and varied heritage, bringing alive the story of the iconographers that lived and worked in Little Walsingham. It is home to a pilgrim chapel in the Byzantine style, housed in the former waiting room of the railway station, and a Quiet Garden. It will also have a refurbished gallery dedicated to the display of icons and icon painting, and will provide a holistic environment in which to reveal an important period in the history and heritage of Little Walsingham.

Since becoming a Trust in 2008, St Seraphim's has catalogued its collection of icons and icon-making materials, developed its Quiet Garden and achieved Museum Accreditation Status. In January of this year, St Seraphim's Trust were successful in gaining a Heritage Lottery Grant to move onto the next phase of work, which includes refurbishing the icon gallery and developing the volunteer base to engage visitors with the beautiful collections.

Key to the success of this three year project is the recruitment of an enthusiastic and experienced volunteer coordinator. This role is a great opportunity for an early-mid career professional to lead a project from start to finish and take St Seraphim's on the next stage of its journey as a community focused organisation.

Volunteer Coordinator - Job Description

Over the course of three year project, the Volunteer Coordinator will be responsible for delivering the Trust's HLF Project Plan through building a well-trained, diverse and engaged volunteer base. The right candidate will also have the opportunity to develop their experience in gallery refurbishment and redisplay, and develop their career through agreed CPD opportunities.

In year 1, the focus will be on becoming familiar with the HLF Project Plan, creating the new gallery space with the Trustees and understanding volunteering needs. The second year of the project will focus on establishing a cycle of volunteer recruitment and training, and developing a cycle of event planning and delivery with new volunteers, including family activities in the summer holidays and Christmas holidays, and scheduling icon painting workshops. The final year of the project will focus on repeating this cycle, but with volunteers taking a lead role. The aim is that at the end of three years, St Seraphim's will have self-sustaining community of volunteers that continue to grow and develop the organisation.



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Tasks

Year 1 (setting up and getting going):

- Understanding the remit of the HLF project, and the work and role of St Seraphim's Trust
- Supporting Trustees with creating the new Icon gallery
- Reviewing volunteer needs at the Trust

- Writing role-descriptions for new volunteer roles (*such as collections volunteers, welcoming volunteers, engagement and activity volunteers, garden volunteers, communications volunteers*)
- Developing partnerships across the local and regional arts, culture and museums sector (including taking part in the SHARE Volunteer Network)

- Developing and delivering volunteer recruitment events
- Developing a training programme for volunteers, drawing on local offers through SHARE Museums East, and other training providers

Year 2 (developing and embedding):

- Overseeing delivery of volunteer training programme
- Undertaking additional volunteer recruitment events
- Working alongside and supporting new volunteers on developing a programme of gallery and garden based family focused activities, scheduling icon painting taster workshops and continuing with collections cataloguing
- Organising and delivering volunteer celebration events through the project, as laid out in the project plan
- Maintaining paperwork relating to volunteers, including and overseeing a volunteer rota
- Reviewing potential additional avenues for project funding with Trustees

Year 3 (embedding and handing running of Trust over to volunteers):

- Establishing volunteer leads in each area of volunteering (*such as collections/engagement/welcoming visitors/garden/communications*)
- Supporting volunteers develop annual programme of gallery and garden based activities, scheduling artist in residence week and icon painting taster workshops.

Additional responsibilities



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- Developing the Trusts communications strategy through use of the website and social media, and other advertising channels. Once established, the aim would be for volunteer/s to support the Trustees take this forward beyond the end of the project.
- Keeping the volunteer handbook up to date; ensuring data is managed within following data protection regulations; maintaining risk assessments
- Work within a specific and dedicated budget
- To carry out any other reasonable duties as requested by the Museum Trustees

Reporting

- The Volunteer Coordinator will lead the Project Steering Group, and report to the Trustee Board at quarterly meetings.
- Report on a regular basis, disseminating project outcomes and reports to the HLF and to the board of trustees

Further information

- **Salary** - The post is fixed at 22.5hrs/week (0.6 FTE) over three years, with a salary of £13,800/annum
- **Hours of work** - Working hours will be agreed between the Trust Board and Volunteer Coordinator.
- **DBS checks** - the appointment is subject to a successful enhanced Disclosure and Barring Service check
- The post holder will be expected to comply with St Seraphim's equal opportunities, health and safety, access and learning strategies
- St Seraphim's is proud to be an equal opportunities employer. We will not discriminate on the basis of age, sex, race, disability or marital status
- The Trust is committed to ensuring this role is beneficial to both St Seraphim's and the candidate, and CPD opportunities will be explored throughout the three year project.



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Person Specification

Volunteer Coordinator		Essential	Desirable	How Identified
Experience/ Knowledge	Experience of working in a cultural/arts/museum setting	✓		Interview/ Application
	Experience of recruiting and managing volunteers	✓		Interview/ Application
	Experience of leading volunteer teams	✓		Interview
	Experience of overseeing and delivering HLF Project Plans		✓	Interview/ Application
	Experience of organising and delivering events	✓		Interview/ Application
	Experience of developing a training plan for volunteers		✓	Interview/ Application
Qualifications	Good standard of education, including English and Maths.	✓		Application
	Further or higher education in arts/humanities related subject(s)		✓	Application
Skills	Excellent verbal and written communication skills	✓		Interview/ Application
	Good time management, planning and scheduling abilities	✓		Interview/ Application
	IT Literate	✓		Application
	Ability to build positive relationships different types of people and enthuse and motivate new volunteers, and visitors	✓		Interview
	Ability to oversee the day-to-day running of St Seraphim's Trust		✓	Interview



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Aptitude/ Disposition & Personal Qualities	Enthusiasm to create a vibrant community focused organisation with a range of new volunteers	✓		Interview
	A desire to see the delivery of the St Seraphim's HLF project through to a successful conclusion	✓		Interview
	Self-motivated and resourceful, with the ability to work under own initiative	✓		Interview
	Empathy with the mission and values of St Seraphims		✓	Interview
	A willingness to learn new things		✓	Interview
Personal Circumstances	Able to work outside office hours, some weekends and some bank holidays	✓		Interview
	Some lone working	✓		Interview
	Driving Licence		✓	



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Application

For an informal discussion about this post, please contact Sylvia Batchelor on 01328 820610, or sylvia.stseraphimstrust@gmail.com

Please apply by sending your CV and covering letter to:

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

The closing date for this post is noon 6th July 2018. **Please explain in your covering how you meet the requirements laid out in the person specification.**

Please note that interviews are to be held on Friday July 13th in Walsingham, Norfolk