



# *Kirkcaldy Old Kirk Trust*

*a company limited by guarantee*

*incorporated in Scotland with registered no. 387208*

*registered charity SC042128*

## **VOLUNTEER COORDINATOR**

### **The Volunteer Coordinator Role**

Kirkcaldy Old Kirk Trust (KOKT) is a voluntary organisation and Registered Charity, formed by a group of local people to maintain the historic Parish Church for the community. Kirkcaldy Old Kirk is the oldest building in continuous use in Kirkcaldy and the Board of Trustees has been successfully managing it since 2011, in line with its heritage of Christian worship and community service, as a performance venue, multi-use space, non-denominational church and heritage centre. It has developed a wide range of events and a significant number of core users and supporters, and is a respected player in the moves towards Kirkcaldy Town Centre regeneration.

As with other venues, churches and heritage sites, Kirkcaldy Old Kirk was closed at lockdown, ceasing all activities and receiving no income as a result. Re-opening has been slow, for a limited number of heritage and church purposes.

KOKT is a registered charity and has no staff, meaning it is entirely dependent on volunteers to operate, manage and develop the Old Kirk. The steady increase of events and activities has put pressure on the existing volunteers, who undertake all the administrative and book-keeping tasks, the research and presentation of display material, the setting up of annual exhibitions, booking and stewarding of events, maintenance, publicity and fundraising, responding to genealogy requests, and acting as guides. It has for some time been the aspiration of the Board of Trustees to recruit and support a wider pool of volunteers to share these tasks and participate in the future development of the organisation.

The role of the Volunteer Coordinator is therefore seen as a key element in the future direction of the organisation, firming its roots in the community and connecting Kirkcaldy folk to their proud heritage. The person who successfully fulfils this remit must be able to work within this ethos and connect with the vision of the Trustees for the future of the Old Kirk in the town centre.

Specifically, the role of the Volunteer Coordinator will be to support volunteering at the Old Kirk through developing volunteering policies, volunteer roles, volunteer recruitment and training, and support for individual volunteers. The Volunteer Coordinator will report to the Board of Trustees and will be expected to work closely with the Chairperson and other Trustees.

### **The Tower Restoration Project**

The Volunteer Coordinator post has been made possible by funding from the National Lottery Heritage Fund (formerly Heritage Lottery Fund) and Architectural Heritage Fund as a key part of the Old Kirk Tower Restoration Project for the Community. This project has secured funding for its Development Phase to prepare plans for a second round application for Delivery Phase funding, in the order of £450,000.

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The B-listed medieval tower is the oldest part of the Old Kirk and the Tower Restoration Project aims to see it restored, with building works undertaken to the roof, windows, stairs and stonework that will enable visitors to access it more easily and safely, albeit, to fulfil insurance requirements, always with an Old Kirk guide or volunteer steward. The project also includes a range of complementary activities aimed at increasing the different ways of engaging with the heritage and heritage activities at the Old Kirk. These are outlined in the Activity Plan, presently in preparation, and include opportunities for volunteer involvement and training.

It is hoped that the Volunteer Coordinator could share in the development of the Activity Plan as it relates to volunteer training programmes and to volunteer involvement in some of the proposed activities.

The initial focus of the role on developing policy and programmes and supporting existing volunteers is funded for 127 hours @ £11 per hour.

It is hoped that the funding package for Phase 2, the Delivery Phase, will be secured by the end of November 2020, enabling the building works and Activity Plan to start in Spring 2021. As the Volunteer Coordinator role is an integral part of the Tower Restoration Project, with potential to have a lasting and significant impact on the way in which the Old Kirk is managed and developed in future, it would restart at the same time, with the focus on recruitment, delivery of training and implementation of the volunteer aspects of the Activity Plan. It is hoped that the role would be filled in Development and Delivery Phases by the same person but this is dependent on funding and mutual suitability.

The capital works are scheduled to last for a 20 week period but the Activity Plan has a longer timeframe.

### **Volunteer Coordinator Duties**

The Volunteer Coordinator will ensure, on behalf of KOKT, that the project to recruit, train and support volunteers is progressed, as agreed in detail with the Board of Trustees.

The Volunteer Coordinator will report to the Board of Trustees and will be expected to work closely with the Chairperson and other Trustees.

### **Responsibilities**

The Volunteer Coordinator will be expected to:

- Research, develop and articulate volunteer policies and procedures, including risk assessments and induction and basic training packages
- Generate appropriate volunteering opportunities and develop clear role descriptions based on the needs of KOKT
- Develop a plan that details the routes through which new volunteers will be recruited, including and utilising existing vehicles that promote volunteering
- Plan and implement publicity strategies and campaigns to encourage volunteering at the Old Kirk, including organising profile-raising events to attract new volunteers

- Interview and recruit volunteers and ensure they are appropriately matched for a particular position
- Deliver induction and basic training to volunteers
- Research, and secure external trainers to deliver other training that may be identified as required or desirable
- Organise and manage volunteer rotas
- Monitor, support and motivate volunteers including through offering advice and information through face-to-face, telephone and email contact
- Celebrate volunteering by nominating volunteers for external awards and organising internal celebration events as may be appropriate e.g. volunteer of the month
- Attend KOKT committees and meetings, as may be required
- Manage volunteer budgets and resources, including the reimbursement of volunteer expenses
- Keep up to date with relevant legislation and policy related to volunteering and make any necessary modifications to policies, procedures and training to accommodate changes
- Maintain records of all volunteering activities e.g. recruitment, training, numbers of active volunteers
- Monitor and evaluate all volunteering activities and produce reports for funders and Trustees
- Maintain volunteer databases and undertake other administrative duties as may be appropriate

### **Person Requirements for the Volunteer Coordinator Role**

- Personable, with good communication skills
- Excellent organisational abilities to plan and deliver the volunteering project
- Knowledge and practical experience of volunteering and volunteer recruitment
- Administrative skills in report-writing and recording
- Competence in Microsoft Word and Excel
- Commitment to community engagement.
- Commitment to equality in delivery of services

## Other Skills/Abilities

- Reliability
- Perseverance
- Experience of working with a community organisation is desirable.
- Enthusiasm for the vision for the Old Kirk

## Duration and Salary

This is a fixed term post, subject to available funding. 127 hours of funding has been secured for the Volunteer Coordinator during the Development Phase and a further 12 months of funding @ 37 hours per month is being sought for the Delivery Phase.

During the Development Phase, the Volunteer Coordinator's role will principally be developing volunteer policies, procedures and training, identifying and developing required volunteering roles and identifying and planning the routes for encouraging volunteering at the Old Kirk.

It is envisaged that the Development Phase will be completed by late 2020 but there will in all likelihood be a break before the Delivery Phase commences in early 2021. It is hoped that the same person will fulfil the roles during both the Development and Delivery Phases. This timetable is subject to change but the timeframe for the Volunteer Coordinator role may be extended, subject to additional funding being available and depending on the progress made.

Trustees envisage the Volunteer Coordinator role would be filled by a contractor, rather than an employee.

The Volunteer Coordinator role is part time and it is envisaged that it will require on average around 10 hours a week – or 37 hours per month including day time, evenings and weekends. A degree of flexibility will be required as the workload is unlikely to follow a regular pattern.

The post is based at Kirkcaldy Old Kirk, where there is access to a laptop and WIFI. Agreement may be negotiated for some administrative working at home.

Remuneration is envisaged as £11 per hour and reasonable expenses will be paid to cover travel, telephone, etc.

## Further Details and Application

Further details can be obtained from Mrs. Rosemary Potter, at the Registered Office below.

Applicants should send a letter with their CV to reach the Office by email or post by the end of October 16th 2020.

September 2020



Funded by

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