NATIONAL GALLERIES OF SCOTLAND

**DEVELOPMENT DEPARTMENT**

**PROJECT Volunteer COORDINATOR**

**(Celebrating Scotland’s art)**

**(BAND 6) FULL-TIME, FIXED-TERM CONTRACT (MARCH 2023)**

The National Galleries of Scotland (NGS) is home to one the world’s finest collections off art, which ranges from the Middle Ages to the present day.  Our spectacular buildings house the world’s greatest collection of Scottish art, and a world-renowned collection of Scottish and international photography, welcoming many visitors to our three principal sites in Edinburgh: the Scottish National Gallery, the Scottish National Gallery of Modern Art and the Scottish National Portrait Gallery. The National Galleries of Scotland aims to preserve, display and augment the collections for the enjoyment and education of the widest possible public and to maintain NGS as a centre of excellence.

This is an exciting period of renewal for NGS, as we move forward with our engaging strategic vision that puts our audience at the heart of what we do. We’re making it our mission to broaden our impact, matching our rich collections, expertise and creativity to the needs and wants of our visitors. We’re finding new ways to connect with more people, and creating an innovative, inclusive organisation that can meet the challenges of our ever-evolving world.

‘Art for Scotland: Inspiration for the world’ is Our Vision.  Inclusive, original and ambitious – we will make the national collection accessible to all and inspire curiosity across the world.

At NGS we are committed to looking at how we operate as well as how we engage with our visitors and communities. We want to play our part in tackling the Climate Emergency. We will ensure Equality, Diversity and Inclusion (EDI) is embedded across our organisation, ensuring everyone feels a sense of belonging and can be themselves.

**VOLUNTEER PROGRAMME**

The Volunteer Programme provides a variety of opportunities for those who wish to support the National Galleries of Scotland or gain valuable experience in the Arts by giving their time, knowledge and expertise through volunteering.

Volunteer opportunities are designed to be mutually beneficial and are clearly defined while being flexible to meet the needs of diverse audiences. We are very grateful for the time volunteers dedicate and the new skills, perspectives, and insights they bring.

The National Galleries of Scotland has successfully held the Investing in Volunteers Award since 2014 and was the first national arts organisation in the UK to achieve the award.

The Volunteer Programme includes regular volunteering alongside placements for school students, students and recent graduates of higher and further education, and people with additional support needs to facilitate access to volunteering or employment. There are a variety of opportunities for volunteering with different departments including Curatorial, Development, Education, Libraries and Archives, Communications and Digital Media, and Public Engagement. The Volunteer Programme is within the Development Department recognising that volunteering as a gift of time.

**CELEBRATING SCOTLAND’S ART**

*Celebrating Scotland’s Art: The Scottish National Gallery Project* is a major capital project to transform the visitor experience at the Scottish National Gallery by providing world-class facilities for the innovative display of Scotland’s outstanding Art and a full programme of targeted audience development activities.

**THE PURPOSE AND SCOPE OF THE POST**

The function of the Project Volunteer Coordinator is to manage the day to day activities involved in the recruitment, training, support and recognition of the volunteers in the *Celebrating Scotland’s Art* project. The post-holder will ensure compliance with the internal and external processes and guidelines governing the project and maintain a consistent, fair and transparent programme structure. The Project Volunteer Coordinator will provide management information on the programme and advise and inform other initiatives affected by volunteering activities.

**DEPARTMENT STRUCTURE:**



**KEY RESPONSIBILITIES:**

1. Develop and deliver new volunteer activities, coordinating and advertising the roles, processing applications, making selections, and ensure all induction requirements are completed.
2. Work with volunteers, *Celebrating Scotland’s* *Art* project-specific staff, and core staff to coordinate a training programme for new volunteer roles and ensure the Activity Plan as a whole is delivered collaboratively and effectively.
3. Coordinate volunteer rotas and establish standard operating procedures for ensuring the sustainability of new volunteer roles during and after the *Celebrating Scotland’s Art* project.
4. Ensure that volunteers receive the appropriate level of support, supervision, and training to be successful and regular communication is maintained with volunteers for special events, training opportunities, providing and receiving feedback, and policy or procedural changes relevant to their role.
5. Ensure records of volunteer hours and other relevant data are kept according to established procedures and reported for project evaluation.
6. Plan and keep within budget and undertake administration relating to the post, including volunteer expense claims, purchase orders, and event forms.
7. Represent and promote the work of *Celebrating Scotland’s Art* andNGS to internal and external parties as required with a willingness to work flexible hours, including weekends, evenings, and holiday periods, as required.
8. Any other duties as reasonably required.

**KNOWLEDGE, SKILLS AND EXPERIENCE**

The following range of knowledge, skills and experience are required. Please ensure that they are highlighted in your application. Short-listing for interview will depend on candidates meeting these requirements.

**Essential**

The post holder should have:

* Experience of managing volunteers directly with knowledge and understanding of the regulatory and good practice guidelines on engaging volunteers.
* Experience developing and delivering training for volunteers to ensure opportunities are mutually beneficial.
* Excellent time-management and organisational skills with the experience of successfully prioritising tasks in a demanding environment.
* Excellent communication and inter-personal skills and experience of working with a broad range of people with a commitment to equity, diversity, and inclusion.
* Efficient IT skills (MS Office Suite, and the Internet) and experience of using administrative systems including databases, record keeping, and filing.

**Desirable**

The following are highly advantageous but are not essential:

* Experience of creating attractive volunteer placements for widening access to groups underrepresented in volunteering.
* Experience of working with an organisation which has achieved the “Investing in Volunteers” quality standard.
* Experience of working on major capital museum or gallery projects funded by the National Lottery Heritage Fund.
* An informed interest in culture and visual arts and some knowledge of the museums and galleries sector
* Knowledge of Gaelic and/or other European languages.

**SUMMARY TERMS AND CONDITIONS**

**SALARY:** Band 6 £25,350 - £27,687

Starting salaries will normally be at the minimum or at a rate that reflects qualifications and/or experience which are of special value for the post and which are above minimum entry requirements.

**HOURS:** 42 per week inclusive of meal break

(Occasional weekend and evening work required)

**ANNUAL LEAVE:** 25 days per annum

All staff receive 10.5 public and privilege holidays

**PENSION:** Civil Service pension provisions enable the National Galleries of Scotland to offer a choice of occupational and stakeholder pensions, giving you the flexibility to choose the pension that suits you best.

*Please note that the successful candidate will be subject to Disclosure Scotland security clearance.*



*National Galleries of Scotland is a charity registered in Scotland (No. SC003728*