



Job Title:

Morecambe Winter Gardens Volunteer Coordinator

The People's Palace

In 2023 the Morecambe Winter Gardens Preservation Trust were awarded funding from the Cultural Development Fund Round 3 delivered by Arts Council England on behalf of the Department for Culture Media and Sport. The £2.74 Million supported by UKSPF funding and money from the Trust will deliver a project totalling £3.2 Million pounds of investment into the theatre. The capital funding will support the next phases of the project to revitalise the theatre, including adding a new toilet block, improving circulation and evacuation routes, as well as continued restoration work. Revenue funding supports this and three other posts to create a small team to enable the Preservation Trust to deliver partnership working with creative producers in the region, supporting new programmes of events within the theatre as capacity increases, create work experiences placements for young people within the Young Creatives Programme and support the Morecambe Winter Gardens volunteers.

Background

Morecambe Winter Gardens (MWG) opened in 1897 as the Victoria Pavilion Concert Hall and Variety Theatre, as an extension to the existing Winter Gardens Complex which opened in 1878. Over the years it was the home of the internationally renowned Morecambe Music Festival, and played host to Sir Edward Elgar, the Halle Orchestra and many others from variety, music and theatre. From The Who to Dame Julie Andrews, Chung Ling Soo to Lawrence Olivier, the venue's history is a roll call of stars of popular music and variety theatre. Unfortunately, by the mid-1970s, its fortunes were in decline. By 1977, the decision was taken to close the whole complex, culminating in 1982 with the demolition of the original Winter Gardens leaving only the Theatre remaining and in a perilous position.

However, a group of dedicated people formed the Friends of the Winter Gardens and have worked together since then with one aim to reopen the building that was once at the heart of Morecambe both architecturally and as a centre for culture and entertainment. With the formation of the Preservation Trust in 2006, ownership of the Winter Gardens was transferred to the charitable body which has spent years cleaning, restoring, and fundraising to continue this aim. Now under new governance, the Preservation Trust with the help of our restoration volunteers and the Friends of the Winter Gardens are a step closer to those dreams of many decades ago to finally restoring this remarkable Grade II* building.



Job Summary:

MWG is both physically and socially at the heart of local life and the Preservation Trust have a clear and well-informed plan for the building. There are already a varied number of volunteers' roles, working groups and activities that all work together with approximately 40 active volunteers at any one time. We know that without volunteers the organisation would not function and MWG would be at significant risk. Working with partners we are actively seeking out new ways to work with volunteers and partnering with new organisations to offer a range of opportunities and are committed to creating a body of 100 active volunteers by 2026 and, in addition, 75 training opportunities.

To help us achieve this, we are looking to recruit a competent, enthusiastic and person orientated **Volunteer Coordinator** to recruit, manage and oversee volunteers and volunteering activities. You will be responsible for allocating responsibilities and retaining the best people to help us achieve our fundraising and building restoration goals. Duties will include interviewing and hiring volunteers, placing volunteers in different roles based on their qualifications and maintaining accurate records. The position will require working on two weekends a month throughout the May to September period with corresponding days off to occur on weekdays. The Winter Gardens Volunteers were recently awarded the King's Award for Voluntary Service in November 2023.

Location:

Morecambe Winter Gardens,
209-213 Marine Road Central,
Morecambe,
Lancashire,
LA4 4BU

Working hours/environment:

This is a permanent post (with funding in place until April 2026). You will be required to work 28 hours per week over 5-7 days which will include some evening and minimum of one weekend work per month to support the Winter Gardens weekend opening hours (12-4). Working days/times will be negotiated and agreed upon on a weekly/monthly basis depending on bookings and theatre opening times.

Please be advised that parts of the building are currently undergoing renovation work and access is on a requirement basis only.

Reporting To:

The Chair of the Board of Trustees for Morecambe Winter Gardens Preservation Trust

Responsibilities and Duties:

- Promote volunteering (internally and externally) through recruitment and publicity strategies and campaigns, recruit and interview volunteers and ensure they are appropriately matched and trained for a position



- Manage and supervise a team of existing volunteers from across our Renovations and Development Team, Events Team, Auditorium Team and Admin Team
- Generate appropriate volunteering opportunities and role descriptions based on the needs of the organisation
- Contribute to the development and ongoing review of a Volunteer Framework, policies and procedures, including risk assessments, with support from a nominated Trustee for MWG
- Collect information on volunteers skills, interests and availabilities enabling a good match with volunteer opportunities
- Arrange for appropriate support and training when needed as identified through regular informal contact and more structured supervision
- Monitor, support, motivate and accredit volunteers for awards and organise celebration events
- Organise rotas for everyday activities and provide inductions and training, as well as debrief interviews for departing volunteers
- Assign responsibilities for both weekly and special events
- Coordinate teams of volunteers for large-scale actions
- Communicate frequently with volunteers to ensure they are satisfied in their roles, understand what is required of them and have a clear overview of the bigger picture for MWG
- Disseminate information for upcoming actions and events
- Keep detailed records of volunteers' information and assignments
- Coordinate bi-annual Volunteer Engagement Sessions bringing the Volunteers from across the teams together for both continuous professional development and social purposes
- Maintain databases and undertake any other administrative duties

Qualifications:

- A degree is non-essential and applicants with three years experience in youth and community management or support will be considered
- Ideal but non-essential: Bachelor's Degree or HND in human resources, youth and community work may be desirable

Skills:

- Strong organisational, planning, and multitasking abilities.
- Excellent communication and interpersonal skills.
- Empathy, patience and the ability to manage a wide range of skills levels
- Team management
- Ability to work effectively in a fast-paced environment, adapting to changing needs and priorities.

Experience:

- Minimum of 3 years of experience in voluntary management and support, preferably within the arts, culture, or heritage sectors.
- Demonstrated success in executing or supporting diverse teams of varying scales.
- Experience of volunteer co-ordination, team support and ability to work within a small tea



Salary and Benefits:

The annual salary £30, 938 per year for two years, equivalent to £24,750 per annum pro-rata for 4 day per week.

The Morecambe Winter Gardens Preservation Trust operates a number of anti discriminatory policies and procedure to ensure fair treatment of all staff at all times.

These are available upon request ahead of application and will form part of an induction procedure if successful.

How to Apply

Send a covering letter outlining your reasons for applying for this job to Chair@morecambewintergardens.co.uk and 2 to 4 page CV outlining your experience including 2 referees by 12pm on Monday 29th April. If you require further information about the post please contact 07900135132 and we will get back to you as soon as possible. Shortlisted candidates will be notified by 1st May with interviews between 8 to 10 May.

Essential Criteria

Qualifications:	
Refer note above.	

Skills and Knowledge	
<ul style="list-style-type: none">• Excellent communication skills, including networking and presentation skills• Personable and able to develop a positive rapport with individuals while maintaining a strong sense of professionalism and deal with a diverse range of people• Experience of managing or coordinating projects and volunteers• Empathy with volunteers and an understanding of their needs• The capacity to inspire and motivate others• Negotiating, influencing and problem-solving skills• The ability to deal with information in a confidential manner and respond with sensitivity• Good organisational and time management skills, with the ability to multi-task and plan and prioritise your workload• The ability to cope with limited resources, seize opportunities and think creatively.• Administrative and IT skills (MS Outlook, Word, Excel and PowerPoint), and an ability to maintain records and produce clear written and oral reports• A flexible and non-judgemental approach to people and work• An understanding of the voluntary sector and a commitment to the aims and objectives of MWG Preservation Trust	

Experience:	
<ul style="list-style-type: none"> • One or more years' experience with volunteer and/or event co-ordination or community organizing. • Experience of training, supervising or supporting volunteers or staff • Experience of working in the arts, culture or heritage organisations • Previous employment or volunteer experience using databases and Microsoft Office, especially Excel, in an organizational environment • HR experience in recruiting new employees or volunteers, working on teams and leadership. 	

Other, e.g. flexible working required, evenings, weekends, home-based etc	
<p>Must be able flexible and able to work a mixture of daytime, evening and weekend/Bank Holiday shifts as required.</p> <p>Some working from home may be available, this will be by agreement with your supervisor.</p> <p>Successful applicants for the post must be aware that this offer is subject to a 3 month probationary period which must be passed satisfactorily for the applicant to become fully contracted.</p>	

