

# Volunteer & Fundraising Coordinator - Wensleydale Railway Association (Trust)

Wensleydale Railway Association (Trust), Leeming Bar Station, Leases Road, Leeming Bar, Northallerton DL7 9AR

**Vacancy Hours**

22 hours per week

**Contract Type**

Established Part Time

**Weekend Working**

Yes

**Application Closing Date**

16th Apr 2018

**Salary Range (From and To)**

£15,300 per annum

**Interview Date**

30th April 2018

**Venue for Interview**

Wensleydale Railway Association (Trust) , Leeming Bar Station, Leases Road, Leeming Bar, Northallerton DL7 9AR

**Advert Details**

Volunteer & Fundraising Coordinator

At The Wensleydale Railway Association Trust we support the development of the Wensleydale Railway with fundraising and providing volunteers to help work the line. Alongside this, we aim to advance the education of the public in relation to the Wensleydale Railway and also advance and conserve the heritage of the Railway and railways in general.

To help us achieve these ambitions, we are looking for a volunteer & fundraising coordinator (paid position) to join our highly successful team.

For us, volunteers are the lifeblood of our line. Without their efforts, there would be nothing for our thousands of visitors to ride on and to in turn see the beauty of Wensleydale. The success of our railway is dependent upon the hard work of our 200 volunteers. We not only rely on them to enable our trains to run but they also to provide support in a range of other roles.

As co-ordinator you will be ultimately responsible for developing and delivering a comprehensive and innovative volunteering programme on behalf of the Wensleydale Railway, which will include the promotion of a diverse range of volunteering opportunities and the recruitment, induction and support of volunteers of all ages and from all walks of life.

More specifically, you will be challenged with developing systems which will be used to engage, recruit, train and support volunteers. The delivery of an effective marketing

campaign to engage volunteers will be key, with the ultimate aim of promoting the volunteer programme to a wide range of audiences and gaining community support.

As Coordinator you will also provide the lead for fund raising activities for the Wensleydale Railway, maximising and participating in fundraising and trading opportunities. An incentive scheme is attached to successfully securing any new sources of funding.

This role is key to the success of Wensleydale Railway. We are planning to extend our offer to visitors over the coming seasons, aiming to realise our potential, but we will not be able to achieve this without the recruitment and retention of more volunteers and without raising the funds needed to invest in our new ventures.

People volunteer and fundraise for a number of reasons- to put something back, to fulfil their ambitions, to feel a sense of achievement, or to release their creativity. The Wensleydale Railway provides the ideal platform to turn these ambitions into reality.

With this in mind, this role presents an ideal opportunity for someone who would like to stretch their abilities and to have a genuine impact on the success of the railway.

If you think you are up to the challenge, we would like to hear from you!

Please note that the post will be on freelance terms for the first 2 years when we anticipate the role will become permanent.

North Yorkshire is the largest county in England, so there is a rich diversity of activities, ensuring that there is something for everyone. From stunning landscape and beautiful scenery to vibrant places such as Durham, Newcastle, York, Leeds, Harrogate. With major transport links by road including the A1(M), A19 and A64, making North Yorkshire easily accessible from many surrounding areas including Newcastle, Sunderland, Durham, Teesside, Hull, York, East Riding, Doncaster and Leeds.

Likewise, Wensleydale is a beautiful valley set in the heart of the Yorkshire Dales which has plenty for everyone from inspiring castles to picturesque villages to wonderful waterfalls.

For an informal discussion about the role please contact David Walker Trustee, Wensleydale Railway Association Trust on 01677 425805.

How to Apply:

Applicants should submit a copy of their CV plus details of significant projects or work that demonstrate the requirements of the role and the person specification. Applications may be made on paper to David Walker, Wensleydale Railway Association (Trust), Leeming Bar Station, Leases Road, Leeming Bar, Northallerton DL7 9AR or electronically to [david.walker@kameleon.co.uk](mailto:david.walker@kameleon.co.uk). Closing date for applications: Monday 2nd April.

Key dates:

Closing date: 16th April

Interview date: 30th April

# Wensleydale Railway

## Person specification: Volunteer Co-ordinator

Characteristic	Determined through			Determined through	
	Application	Interview		Application	Interview
<b>Essential</b>			<b>Desirable</b>		
<b>Experience</b> At least three years experience in recruitment, management and support of volunteers	X	X	Experience of working with all age ranges and those with vulnerabilities	X	X
Understanding of volunteering good practice	X	X	Experience of facilitating training	X	X
Experience of fund raising	X	X			
<b>Skills and Knowledge</b> Ability to prioritise own work loads and to work as part of a team	X	X	Marketing skills	X	
Excellent communication skills	X	X	Experience of giving presentations to a wide range of audiences	X	
Good IT skills and competency	X		Able to produce engaging promotional materials	X	
High degree of motivation, commitment and ability to use initiative	X	X	Business use of social media	X	X
Valid driving licence and own transport	X				
Ability to work flexibly including evenings and weekends if necessary	X	X			

<b>Personal qualities</b>					
Enthusiastic and interested in people	X	X	Enthusiasm for working in the community sector	X	X
Sensitive to the needs of others	X	X	Reliable, responsible and resourceful	X	
Commitment to equal opportunities	X	X			
Friendly and outgoing personality		X			

## JOB DESCRIPTION

### JOB TITLE: Volunteer Coordinator

**ACCOUNTABLE TO:** Wensleydale Railway Heritage Education Officer

**RESPONSIBLE FOR:** Wensleydale Railway Volunteering Programme and lead for fund raising

### MAIN PURPOSES OF JOB

The post holder will be responsible for developing and delivering a comprehensive and innovative volunteering programme on behalf of the Wensleydale Railway. To include the promotion of a diverse range of volunteering opportunities and the recruitment, induction and support of volunteers of all ages and from all walks of life.

The post holder will provide the lead for fund raising activities for the Wensleydale Railway.

### MAIN DUTIES

1. To develop systems of volunteer engagement, recruitment, training and support based on best practice and compliant with all current guidelines
2. To deliver an effective marketing campaign to engage volunteers, including the use of social media
3. To promote the volunteer programme to gain community support and wide engagement
4. To offer a wide range of flexible volunteering roles on the Railway that are suitable for all ages, skills and levels of commitment
5. To develop a recruitment process which ensures the best match between the skills, qualifications and interests of the volunteer and the needs of the WR
6. To ensure that volunteers are given the appropriate training and support to be successful in their volunteering roles
7. To be responsible for all aspects of the day to day management of the WR volunteering programme
8. To implement formal and informal ways of recognising and celebrating the contribution of volunteers to the organisation
9. To support staff to work effectively and cooperatively with volunteers
10. To ensure all staff, trustees and volunteers are kept aware of good practice in volunteering and of any changes in legislation which may impact on volunteering
11. To undertake on-going evaluation of the volunteering programme and implement improvements as necessary

12. To establish a process for evaluating the contribution of volunteers
13. Maintain accurate records of volunteers and volunteering activity
14. Evaluate risk based on each volunteer position and ensure that volunteers are working in a safe, healthy and supportive environment in accordance with all appropriate legislation and regulations
15. Prepare an annual report on the activity of the volunteer programme, and monthly reports for the Wensleydale Railway Association (Trust) Council
16. Administer and monitor expenditure for the volunteer programme against the approved budget
17. To maximise and participate in fundraising and trading opportunities.
18. To adhere to all policies and procedures.
19. Any other duties which are consistent with the duties and responsibilities of the post

### **OTHER FEATURES OF THE JOB**

The postholder will be employed on a freelance basis, working 10 days per calendar month as the Volunteer Co-ordinator (£12,800 per annum) and a minimum of 2 days per calendar month as the lead for fund raising (£2,500 per annum). An incentive reward scheme will apply to the fund raising role.

Some flexibility in the working hours will be required from time to time which may occasionally include evenings and weekends.

The postholder will be expected to travel for training purposes, to visit locations along the line and attend relevant meetings in the locality when required. Travel expenses will be paid.

This role description will be reviewed from time to time and may be updated depending on the changing needs of the organisation.