



# **BRADFORD 2025**

## UK City of Culture

### **Bradford 2025 Volunteer Area Coordinator x 5 roles:**

One each based in Bradford East, Bradford South, Bradford West, Keighley & Ilkley, and Shipley

**Closing date: 9am, 27<sup>th</sup> August 2024**

**You will hear from us by: 29<sup>th</sup> August 2024**

**Interviews will be held over the period 2<sup>nd</sup> 4<sup>th</sup> & 5<sup>th</sup> September**

**This is a fixed term contract between 1<sup>st</sup> October 2024 and 31<sup>st</sup> March 2026**

Bradford 2025 will be the fourth UK City of Culture, and also the biggest – delivering across the largest geographical area, to the highest population. In 2025 Bradford City & District will celebrate, champion and expand culture here for all of us. Culture is what you do for fun: creativity, fashion, family, film, and food. Art is created every time you doodle on a pad, write down a thought, dance in the rain, or set a footprint in the snow. Heritage is the history we come from.

Absolutely essential to this, is our ability to deliver a vibrant volunteering programme that reaches right across the whole district's geography and demography. Revealing the magic, uniqueness, and potential of Bradford that is held in its people. We're aiming to recruit and deploy around 1800 volunteers across an amazing range of events over the next 18 months.

The 5 x Bradford 2025 Volunteer Area Coordinator posts are key to the success of the Bradford 2025 Volunteer Programme.

Reporting to the Volunteer Programme Manager for Area and Communities, you'll be playing a vital role in making our volunteering programme effective, inclusive, exciting and rewarding for people right across the Bradford District.

You'll need to hit the ground running so if you have the experience, a passion for engaging volunteers and a dedication to delivering a fantastic volunteer experience, we'd love to hear from you!

These posts are made possible by the generous support of The National Lottery Community Fund.

**We're committed to making sure that everyone feels accepted and can be their true selves at Bradford 2025, and we want our team to reflect our district. We believe that diversity in our team is crucial to our success, so we welcome applications from all races, genders, religions, ages, and sexual orientation as well as from people living with disabilities. We are proud to be an equal opportunity workplace and our ambition is to recruit and retain the best people regardless of background.**

**If your experience looks different from what we've advertised and you believe that you can bring value to the role, we'd love to hear from you. If you require any adjustments to the recruitment process, please let us know so we can help you to be at your best. This might be as simple as wanting sight of the interview questions ahead of time – whatever it is, just ask and we'll see what we can do.**

These posts are made possible due to the generous support of National Lottery Community Fund

**Role:**

You will be central to the development and delivery of the Bradford 2025 Volunteer Programme in one of the 5 designated areas and be an ambassador for the whole Bradford 2025 Volunteer Programme of activity and events. You will know how to recruit, organise and manage volunteers across multiple sites, enjoy working with people, collecting photos, stories, feedback and data - to help delivery, promotion and evaluation of Bradford 2025. You will be onsite to lead and manage volunteers at a variety of events across the wider district and work in collaboration with the Event Managers.

**Key Responsibilities:**

- Recruitment, training, deployment, event management, pastoral care and recognition of volunteers, with a special focus in your area, and across the whole district.
- To promote the Bradford 2025 Volunteer Programme across your area, alongside partner organisations
- To support the audience team to promote the volunteer programme through social media and wider channels
- To work closely with locality based strategic staff and partners, including Bradford Metropolitan District Council's constituency-based Area Coordinators and Bradford 2025 Community Connectors, to share opportunities and knowledge
- To monitor any volunteer complaints and escalate as appropriate
- To work alongside Bradford 2025's access leads to ensure the needs of volunteers with access requirements are supported
- To strongly adhere to, and act upon the requirements of, Bradford 2025's safeguarding policy
- To signpost new and existing volunteers to training courses, supporting volunteers who wish to improve skills, knowledge and confidence within their roles
- To contribute to presentations and reports on the BD25 volunteering programme for a range of audiences
- To represent Bradford 2025 at external meetings as appropriate
- To collect data for monitoring & evaluation
- To provide updates and reports for our funders
- To develop and promote Citizen Coin as a volunteer reward
- To contribute to a legacy beyond 2025 through the delivery of work, for example team development and skills sharing, resulting in a volunteering legacy for Bradford District from the Bradford 2025 Volunteer Programme

**Person Specification:**

- Live in or have a demonstratable strong knowledge of the area you are applying for with a good understanding of people and place in that area
- Experience of recruiting, training, managing, supervising or mentoring a diverse range of volunteers
- Ability to organise and prioritise, work well under pressure and adapt to new situations, with accuracy and a keen attention to detail
- An understanding of the needs and nuances of running a successful volunteer programme including being a strong people person, and enabling, empowering and encouraging volunteers to achieve their potential
- Proven experience of operating successfully at a level similar to this role
- Strong computer literacy
- Effective administrative and organisational skills
- Strong written and verbal communication skills
- Ability to manage multiple priorities and meet deadlines

**Very Desirable:**

- Ability to speak an additional language commonly spoken in the Bradford District and/or BSL
- An ability to drive for work, including a valid, clean driver's license

**You get:**

- £25,000 salary (dependant on experience)
- 37 hours working week (predominantly area/home based) including evenings and weekends
- 25 days holiday plus bank holidays
- Contributory pension scheme with 5% employer contribution
- High street discounts through Charity Worker Discounts
- 2x Death in Service cover
- Confidential Employee Assistant Helpline

**We expect everyone in our team to:**

- Develop an understanding of Bradford City of Culture 2025, its values, the benefits it brings to the Bradford District and to funders and sponsors
- Create a positive working environment, underpinned by our values
- Act as an ambassador for Bradford City of Culture 2025
- Drive change in our industry through actions and words that advocate inclusion and equality, creating a culture that recognises and celebrates diversity and sustainability
- Be accountable for the safety of themselves and others by working safely and in accordance with our Health & Safety and Safeguarding Policies
- Ensure we are collecting and using data from all activities to inform decisions, demonstrate our impact and fulfil our funding conditions in line with GDPR
- Undertake relevant training and development as required

- Be open to the opportunities to mentor, train and develop colleagues and participants in Bradford 2025
- Carry out any other tasks that will be required on an ad hoc or continuing basis, commensurate with the general level of responsibility of your position

To apply for the role please submit a copy of your CV, plus a covering letter (no more than two sides of A4) indicating which \*area(s) you are applying for to [Recruitment@bradford2025.co.uk](mailto:Recruitment@bradford2025.co.uk). Please ensure your CV and covering letter demonstrate clearly how your skills and experience meet the requirements of the role.

\*The constituency areas are:

- Bradford East
- Bradford South
- Bradford West
- Keighley & Ilkley
- Shipley