



## **Appointment of Volunteer Coordinator, Hartlebury Castle Preservation Trust**

### **Welcome from Jacqui Watson, Acting Chair of Trustees**

The Trust was formed seven years ago with the aim of saving Hartlebury Castle and Estate for the public. The former home of the Bishops of Worcester, it was placed on the market by the Church Commissioners as part of a policy to reduce the costs to the Church of England of maintaining historic assets which are surplus to requirements. The building is grade 1 and houses the Hurd Library, an enlightenment library of national significance. We successfully submitted an application to the HLF to make the Castle, Hurd Library, the Collections of the County Museum and the Castle, and the gardens into an integrated visitor destination. With HLF funding we bought the Castle and 43 acres in March 2015 and earlier this year received permission from HLF to start a restoration project with a value of over £2.5m. The chattels were transferred to Trust ownership but paintings, and the books in the Hurd Library are on long term loan. While waiting for permission to start the project, the trustees ran the house and grounds without subsidy and at a small profit for over a year. We could not have achieved all that we have over the past few years without the support of our volunteers.

We are now in transition from being a small charity with assets of c£30k to one responsible for running a project worth over £5m and to realise our ambitions for this wonderful site we need to develop still further our base of volunteers.

The Trustees and I have recently appointed a new Director and an Activities Officer to steer us through this exciting venture, to the next phase of capital development, ensuring that challenging income targets are met whilst maintaining the integrity of this wonderfully historic site.

**We are now seeking to appoint a Volunteer Coordinator.**

The **Volunteer Coordinator** position will report to the Activities Officer on a part time basis ( 3 days per week) over a fixed term of 30 months on an annual pro rata salary of £21,000. We are looking for an engaging, confident and well organised person with a passion for heritage and the arts; excellent communication and presentation skills and committed to delivering high standards of service to our visitors. We need someone skilled in engaging with local communities and who is energetic and keen to motivate and inspire our volunteers.

The successful candidate will be responsible for

- Working closely with Museums Worcestershire's Learning, Volunteering & Partnerships Manager in generating appropriate volunteering opportunities and role descriptions based on the needs of the site
- raising staff awareness of the role and the function of volunteers
- ensuring there is appropriate support and training for volunteers
- Developing the existing volunteer base by promoting volunteering (internally and externally) through recruitment and publicity strategies and campaigns
- interviewing and recruiting volunteers and ensuring they are appropriately matched and trained and vetted for a position
- organising rotas and providing inductions and training
- monitoring, supporting, motivating and accrediting volunteers and their work

You will work well within a team, be self-motivated and have previous experience of working with the general public and volunteers, preferably in a cultural visitor attraction.

If you think you meet the criteria detailed in the job description and person specification, do please apply by emailing your CV (which should include details of your current salary

package and notice period) and covering letter outlining your relevant experience and interest in the post - clearly marked **Volunteer Coordinator** - to [admin@hartleburycastle.com](mailto:admin@hartleburycastle.com) .

Please note that the closing date for applications is **Friday 13<sup>th</sup> January 2017**. Due to limited resources we apologise but are unable to respond only to those we would like to invite for interview, which will be held in early February.