

FIRST LIGHT FESTIVAL

Job Summary and Person Spec

Role: Volunteer Coordinator

Responsible for: Volunteers

Line Manager: Projects Manager

Location: We are based in Lowestoft, Suffolk. We expect this role to work a mixture of from home and in the office.

Fee: £3780 delivery fee

Contracted hours: This is a fixed short-term contract for 3.5 months starting in March. Days and times are flexible, though we anticipate 2 days per week, including some evening and weekend work.

The successful candidate will be expected to work in Lowestoft during the festival, taking place on 16, 17 and 18 June 2023.

About the role:

First Light Festival C.I.C is looking for a friendly and highly organised Volunteer Coordinator to join our team for First Light Festival 2023. First Light Festival C.I.C. is a social enterprise which produces First Light Festival, a unique celebration of arts and culture taking place on Lowestoft seafront.

Leading on the recruitment, support and management of our volunteer base, the Volunteer Coordinator will be responsible for the following duties:

- Supporting recruitment of roughly 150 volunteers for First Light Festival
- Engaging with existing community groups and voluntary organisations in Lowestoft to promote and be part of First Light Festival volunteering opportunities
- Collating volunteer availability and creating a shift rota based on festival requirements
- Managing volunteer shift rota
- Managing volunteer call outs and communications via email and volunteers Facebook group
- Organise training and briefing sessions for volunteers prior to the festival
- Be a point of contact for volunteers in the run up to and during the festival
- Oversee volunteers during the festival, with support from wider festival team
- Supporting press and publicity for volunteer programme
- Supporting the evaluation of the volunteer scheme after the festival
- Support developing new biannual Planet Positive days for festival staff, participants, partners, suppliers, artists and contractors.
- Support the creation of Festival Wardens, a festival team of volunteers, trained and tasked with promoting environmental messaging across the festival and supporting event staff to minimise impact to the site

First Light Festival C.I.C. Company No: 11480047
Parham House Barn, Brick Lane, Framlingham, Suffolk, IP13 9LQ
www.firstlightlowestoft.com



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We are looking for someone who:

- Is confident communicating with a wide variety of people and can build positive and professional relationships
- Can work collaboratively with colleagues and partners to meet organisational objectives.
- Can manage their own workload with minimum supervision.
- Is highly organised and professional, with a high degree of accuracy and attention to detail.
- Is flexible and proactive in their approach to work.
- Can remain calm under pressure.
- Is a reliable timekeeper with a good attitude to attendance.
- Is proficient in Word, Excel and Outlook.
- Has an active interest in arts and culture (not essential but would be beneficial).
- Has knowledge of the local area and local organisations (not essential but would be beneficial).

Background

Established in 2018 to spearhead cultural regeneration for the coastal town of Lowestoft, First Light Festival C.I.C. is currently led by four skilled directors: cultural entrepreneur and national, urban and coastal regeneration design leader Wayne Hemingway MBE, dynamic, regional cultural leader Genevieve Christie, natural environment and science authority Clare Matterson CBE, and marketing specialist and Suffolk Business Ambassador Mary Graham.

First Light Festival is an ambitious, innovative, place-making arts festival taking place on Lowestoft's South Beach over midsummer weekend, with sunrise as a central part of the programme. The transformative impact of the 2022 festival, with more than 30,000+ attendees, was felt across community cohesion, arts sector development, cultural tourism and local government, and continues to resonate, positioning First Light as a central tenet of Lowestoft's cultural regeneration vision and planning for the town.

First Light also works year-round to engage with hard-to-reach audiences through large scale community projects and arts and music workshops in schools. First Light CIC is based at East Point Pavilion, delivering a programme of engagement and cultural activities for and with our community.

firstlightlowestoft.com

How to apply

Application form – please send your CV and a short statement in written, audio or video file format to explain your interest in the role to Jo Leverett, Project Manager via email to

jo@firstlightlowestoft.com

Interviews – Shortlisted candidates will be invited to a formal interview - we will communicate full details of this in advance.