

VOLUNTEER MANAGER



CLOSING DATE:
3 February 2025

FIND OUT MORE: [BRADFORDLITFEST.CO.UK](https://bradfordlitfest.co.uk)
EMAIL: [JOBS@BRADFORDLITFEST.CO.UK](mailto:jobs@bradfordlitfest.co.uk)



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ENGLAND**





JOB TITLE: VOLUNTEER MANAGER
DEPARTMENT: OPERATIONS
REPORTING TO: OPERATIONS MANAGER
MAIN PURPOSE:

BLF is looking for an experienced, enthusiastic and diligent person to join the festival team as a Volunteer Manager. This role will lead on all aspects of recruiting and managing volunteers for the festival. You will have exceptional communication skills with the ability to offer support to ensure the volunteers have a highly positive and productive experience.

**“ We do somethings because they are popular,
we do other things because they are important.
Syima Aslam, CEO & Artistic Director ”**



Bradford Literature Festival (BLF) is an annual festival and year-round cultural outreach programme that hosts local, national and international authors, poets, speakers, musicians and artists from Bradford, the UK and around the world. BLF is in the top three largest literature festivals in the UK and is the most diverse literature festival in Europe.

The Festival programme runs for 10 days in June and July each year, with a programme of over 650 events ranging from faith, mysticism and philosophy, comics and contemporary culture to music, poetry and politics.

BLF has grown rapidly in size and popularity, engaging over 708,000 audiences including 269,000 children and young people since its inception. In 2024 alone, BLF's signature mix of topic-led events including author talks, world-class poetry, live music, film, theatre and more, attracted over 155,000 audiences.



MAIN DUTIES & RESPONSIBILITIES

Under the direction of the Operations Manager, the Volunteer Coordinator will:

- Advertise volunteer roles, including but not limited to:
 - Contacting universities, social interest groups, charities, volunteer organisations and other festival/arts organisations to advertise volunteer positions.
 - Arranging visits to universities etc. to deliver talks on the Volunteer Programme.
 - Taking part in job fairs, fresher fairs, and other activities to advertise volunteer opportunities.
- Act as first point of contact for all volunteers and related queries.
- Assist in the creation of volunteer training documents.
- Take part in volunteer training and briefing sessions (these may be outside of normal working hours).
- Create comprehensive volunteer rota.
- Ensure all volunteers are briefed as to their specific roles.
- Manage the volunteer team, ensuring all volunteers are engaged with the programme, this includes training, scheduling, and deployment of volunteers.
- Monitor volunteer activities throughout the festival, track the hours, and chase up absentee volunteers.
- Manage volunteer communications during the festival
- Respond to volunteer related audience issues and/or complaints.
- Act as a responsible, approachable and friendly face, ensuring that festival volunteers have sufficient support and can thrive as an effective and positive team.
- Create a basic reference document for each volunteer post festival.
- Feed into festival evaluation by providing:
 - Volunteer demographic data.
 - Volunteer feedback.
 - Professional feedback on individual volunteers.



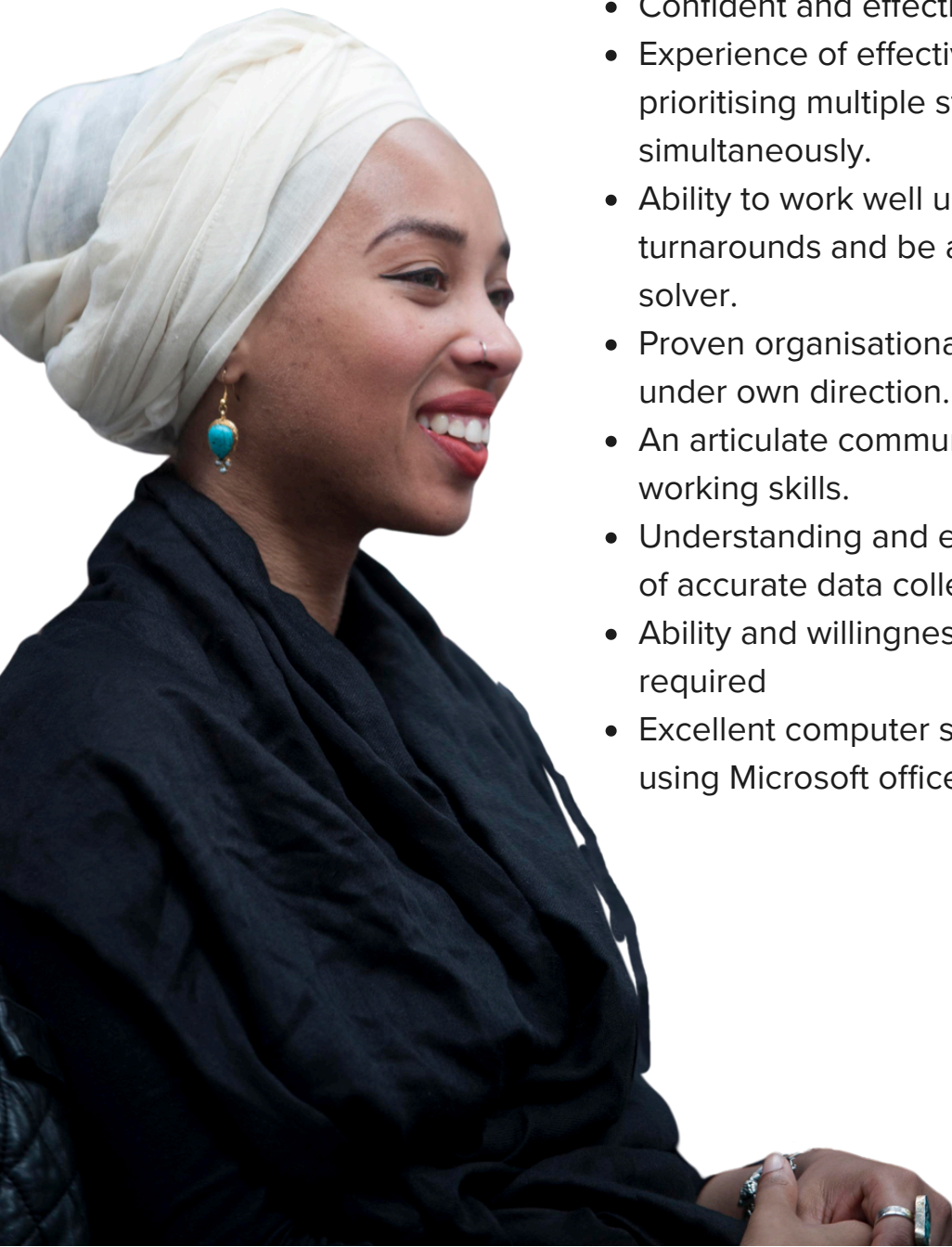


PERSON SPECIFICATION

Please note that working for a festival as large and varied as BLF requires someone who is passionate and excited about what we do. The festival involves working hard within a busy and often pressured environment but will also be an extremely rewarding experience for the right person.

Essential

- Experience of co-ordinating volunteers.
- Experience of creating and managing staff rotas.
- Experience of working within an events/ festival environment.
- Confident and effective presentation abilities.
- Experience of effectively managing and prioritising multiple strands of work simultaneously.
- Ability to work well under pressure, manage tight turnarounds and be an adaptable problem solver.
- Proven organisational skills and ability to work under own direction.
- An articulate communicator with excellent team working skills.
- Understanding and experience of the importance of accurate data collection.
- Ability and willingness to work flexibly when required
- Excellent computer skills with experience of using Microsoft office.





WE EXPECT ALL STAFF TO

- Develop an understanding of Bradford Literature Festival, its values and the benefits it brings to the Bradford District.
- Create a positive working environment, underpinned by the organisation's values.
- Act as a representative for BLF.
- Drive change within our sector by promoting inclusivity and equity through both our actions and our words.
- Foster a workplace culture that acknowledges and commends diversity and sustainability.
- Have a positive and enthusiastic attitude, while also possessing keen attention to detail and a strong dedication to both excellence and innovation.
- Be committed to promoting representation and inclusivity at all levels of the organisation, while demonstrating a proven ability to collaborate effectively with individuals from a wide range of backgrounds.
- Undertake relevant training and development as required.
- Be open to the opportunities to mentor, train and develop colleagues.
- Carry out any other tasks that will be required on an ad hoc or continuing basis, commensurate with the general level of responsibility of the post.



WORKING TERMS

Contract: Freelance 17 March – Friday 18 July 2025

Working Hours:

During Festival Period (23 June – 6 July): Start and finish times will be variable and dependent on the requirements. As a manager, you will be required to work all festival dates without a rest day inc. evenings and weekends. The rota will include down time (late starts and early finishes dependent on the schedule) for you and your team to maintain staff wellbeing.

Outside Festival Period: 9am – 5pm, Monday – Friday. Weekends and evenings will be classed as overtime.

Salary: £550/per week. Plus £14/hr overtime.

Location: Bradford

HOW TO APPLY

Please send a 2-page CV along with a covering letter responding to the job description, explaining:

- Why this opportunity interests you (up to 300 words).
- Your relevant experience (inc. any work for BLF).
- What skills and qualities you can bring to BLF.
- Your educational qualifications.
- Your full contact details (inc any relevant web links).
- When we can best contact you.
- Names and contact details of 2 referees (at least one must be a recent employer).
- Dates that you are available during contract.

Email this to jobs@bradfordlitfest.co.uk with the job title as the subject heading.

CLOSING DATE

3 February 2025

Please note that given anticipated demand, we can only respond to those we invite for interview. We may appoint before the deadline if an ideal candidate applies.

